



Michigan Department of Education – Low Incidence Outreach (MDE-LIO) Scholarship Application Packet

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Introduction

MDE-LIO is the recipient of a trust fund to support eligible students who are Blind/Visually Impaired (BVI). This trust supports students and/or parents who wish to attend school programs and services, trainings, and recreational and social activities. Funding is available up to \$250 per event and up to \$1,200 per fiscal year. Scholarships are not intended for MDE-LIO programs.

Who is Eligible

To be considered for a scholarship, a student must:

- Be a Michigan resident, 0–26 years of age, and attending the K–12 school system
- Meet the definition of having a visual impairment, including DeafBlindness, as defined in the [Michigan Administrative Rules for Special Education \(MARSE\) \[PDF\]](#) (bit.ly/2QYIS39) R 340.1708 and R 340.1717
- Be eligible for financial need, as demonstrated by a Bridge Card or formal documentation from the school confirming the student receives free or reduced meals

Forms in This Packet

- *Scholarship Application Form*
The student's parent or legal guardian will submit a scholarship application before the program begins.
- *Certificate of Eligibility Form*
Along with the Scholarship Application, the parent or legal guardian will submit this form to confirm that the student is eligible based on the criteria above. This form must be completed and signed by an ophthalmologist, optometrist, teacher of the visually impaired, or certified orientation and mobility specialist.
- *Attendance Confirmation Form*
If the application is approved, the parent or legal guardian will use this form after the program ends to confirm that the student attended the program.
- *Travel Reimbursement Information Sheet*
If seeking travel reimbursement, the parent/legal guardian will complete the steps outlined in the Travel Reimbursement Information Sheet.

How to Apply

Submit your scholarship application to msdb-outreach@michigan.gov at least 30 days prior to the program. All scholarship applications must be received and approved or denied by MDE-LIO before the program begins.

The student's parent/legal guardian will send the following materials to MDE-LIO:

- Scholarship Application Form, completed and signed by the parent/guardian
- Certificate of Eligibility Form, completed and signed by an ophthalmologist, optometrist, teacher of the visually impaired, or a certified orientation and mobility specialist
- A copy of the registration form, flyer, or article announcing the event
- Proof of financial need (copy of current Bridge Card or formal documentation from the school confirming the student receives free or reduced meals)

Next Steps

MDE-LIO will notify the requester by email within three days of receiving the scholarship application. Within one week of receiving the application, MDE-LIO staff will review the application and notify the requester when the application has been approved or denied.

Scholarship Application Form

Instructions

The parent or legal guardian **must complete and submit this form at least 30 days before the program begins.** Please read through the application packet and submit all forms. If you have more than one child attending an event, fill out a separate application for each child.

When a student receives this scholarship, an award letter is sent to the student's family. A maximum of \$250 may be awarded per student per event. The student's family is responsible for registering and paying all fees. The family will be reimbursed for the approved amount on the original scholarship agreement.

Please submit this form to msdb-outreach@michigan.gov.

Today's Date:	Amount Requested (cannot exceed \$250):
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Mileage

Are you applying to be reimbursed for mileage?

☐ Yes ☐ No

If you would like to be reimbursed for mileage to and from the program, please see the Travel Reimbursement Information Sheet in this packet. MDE-LIO will reimburse up to 100 miles at the current approved state rate.

Family and Program Information

Each student in Michigan has a Unique Identification Code (UIC). Please work with your student's teacher for the visually impaired (TVI) or teacher consultant for the visually impaired (TCVI) to get your student's UIC for this form.

Student UIC:		
Parent/Legal Guardian Name:		
Phone Number:	Email:	
Address:		
City:	State:	Zip:

School District:
Teacher/TCVI:
Program or Event Title:
Program or Event Date(s):
How will this activity benefit or enrich the student's life? OR: List 3-5 goals and objectives for this activity. Please respond in 3-5 sentences.

By submitting this application, I give permission for my child to attend the program/event above. I hereby release the State of Michigan and all its agencies and departments from liability for any injury or damage occurring during attendance at the program/event listed above.

Parent/Legal Guardian Signature: _____ **Date:** _____

Certificate of Eligibility Form

Instructions

The student's parent or legal guardian needs to confirm that the student has a visual impairment. This form must be completed and signed by a certifying authority, such as an ophthalmologist, optometrist, teacher of the visually impaired, or a certified orientation and mobility specialist.

Submit this form to msdb-outreach@michigan.gov.

Certifying Authority

Certifying Authority Name:		
Title and Occupation:		
Phone Number:	Email:	
Address:		
City:	State:	Zip:
Student UIC:		

I certify that the applicant meets the definition of "visually impaired," which is outlined in R 340.1708 and R 340.1717 of the [Michigan Administrative Rules for Special Education \(MARSE\) \[PDF\]](#) (bit.ly/2QYIS39).

Certifying Authority Signature: _____ **Date:** _____

Please return your completed Certificate of Eligibility Form and Scholarship Application Form to msdb-outreach@michigan.gov.

If you have questions, please contact MDE-LIO.

Phone: 517-241-7083

Website: mdelio.org/contact-us

For MDE-LIO Office Use Only. Do not write below this line.

☐ Approved ☐ Denied

Other:

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____

Attendance Confirmation Form

The parent/legal guardian and the program coordinator will complete this form. The program coordinator is either the person who arranged the program or a person associated with the program who can confirm that the student participated.

Please return this completed form to msdb-outreach@michigan.gov.

For the Parent/Legal Guardian

Please complete and send this form to MDE-LIO within 30 days after the program ends. Attach supporting materials, such as itemized receipts. If you would like to be reimbursed for mileage, please see the Travel Reimbursement Information Sheet on page 7 of this packet.

Student UIC:
Program or Event Title:
Program or Event Date(s):
Approved amount to be reimbursed:

By submitting this form, I confirm that my child attended the program or event listed above. I release the State of Michigan and all its agencies and departments from liability for any injury or damage occurring during attendance of this program or event.

Parent/Guardian Signature: _____ **Date:** _____

For the Program Coordinator

The parent/legal guardian listed above has applied to receive a scholarship from the Michigan Department of Education – Low Incidence Outreach (MDE-LIO).

When a student receives this scholarship, an award letter is sent to the student's family. A maximum of \$250 may be awarded per student/event. The student's family is responsible for paying all registration fees, and they will be reimbursed for the approved amount on the original scholarship agreement.

Program or Event Title:		
Address:		
City:	State:	Zip:
Federal Tax ID (if it applies):		
Program Coordinator Name:		
Title and Occupation:		
Phone Number:	Email:	

I verify that the applicant attended the program/event.

Program Coordinator Signature: _____ **Date:** _____

Travel Reimbursement Information Sheet

MDE-LIO will reimburse up to 100 miles at the current state rate. If you need mileage reimbursement, you will need to first register as a vendor with the State of Michigan. You will be reimbursed via Electronic Funds Transfer (EFT).

Registration Instructions

To be reimbursed, register as a vendor with the State of Michigan:

1. Create an account on the [SIGMA Vendor Self Service website](https://bit.ly/3fpIXWv) (bit.ly/3fpIXWv) and follow the steps.
2. Check the [SIGMA Vendor Self Service User Guide](https://bit.ly/3uilzi3) (bit.ly/3uilzi3) for help completing the steps.

Questions: If you have any problems, call the SIGMA help desk at 888-734-9749 or email sigma-vendor@michigan.gov.

Travel Reimbursement

If you stated in your scholarship application that you would like to be reimbursed for other travel expenses, please complete and submit the Non-State Employee Travel Voucher Form. To receive a copy of this form, please email msdb-outreach@michigan.gov.

To be reimbursed for travel expenses, please submit the following:

1. Non-State Employee Travel Voucher Form, including all parking receipts and toll/taxi receipts
2. Attendance Confirmation Form
3. Full directions to and from the program; directions can be found and saved via [Google Maps](https://www.google.com/maps) (google.com/maps)
4. Any itemized receipts