

PERSONAL COMPUTER PURCHASE REVIEW GUIDE

The Personal Computer Purchase Review Guide should be completed by the job candidate with the assistance of IVRS staff whenever the IVRS Counselor agrees with a job candidate's request for IVRS to purchase a computer. Once it is completed, the IVRS counselor submits it to the IVRS Supervisor for review to determine if a computer purchase will be made. The job candidate will be updated throughout this process. The job candidate will be asked to complete a Financial Inventory form, if applicable, to determine their financial responsibility, if any, towards the cost of the computer.

Please talk to your IVRS Counselor regarding your rights and responsibilities to appeal any decision made and your rights to seek further information and support through the Client Assistance Program.

Job Candidate Name: _____ Date: _____

IPE Goal: _____

1. Reason job candidate needs a computer: Place an "X" next to each item that applies:

It is needed due to the nature of the disability.

It is needed for Self-Employment.

It is placement or job related.

It is academic related--post-secondary training.

Other: _____

Explain the circumstance(s) for any items marked with an "X" above:

2. If the computer is to be used in an employment situation, explain why the employer is not providing it.

3. If the computer is needed for post-secondary training: Place an "X" next to each item that applies.

The school charges all students a computer lab fee.

The school has an accessible computer station.

The school has computers in dorm rooms.

The school provides access to a laptop computer.

Explain why any of the items marked with an "X" above do not meet the needs of the job candidate:

4. What comparable benefits have been explored?

5. If the computer requires internet access, how will the job candidate pay for this ongoing cost? What are the plans to be responsible for any computer updates necessary in the future?

6. Place an "X" next to each item that applies:

The job candidate already has a computer, but the existing computer cannot be upgraded in memory, speed and/or hardware to increase its usability to meet the job candidate's current needs.

Voice recognition software is needed.

IVRS has purchased a computer for the job candidate in the past but it is no longer available or adequate.

The job candidate needs adaptive computer aids.

Other: _____

Explain the circumstance for any items marked with an "X" above:

7. Is any additional training needed in order for the job candidate to utilize the computer and software requested?

Responses to Questions #8 – #12 will assist IVRS to determine the computer best suited to meet your needs.

8. What type of computer is needed (i.e. laptop, tablet, desktop)? And does the computer need to have specific functionality (i.e. touchscreen)? Please explain:

9. Will you be working with graphics? Please explain:

10. What types of software programs are needed on the computer? Please explain:

11. Is there a need for a printer? Please explain:

12. If an external monitor is needed, what size? Please explain:

13. Is there any other information that the job candidate would like to share to be considered in this decision?

Job Candidate's Signature

Date

IVRS SIGNATURES

COUNSELOR

I have reviewed the submitted application for a computer purchase and as a result of this information I agree with the request. The following summarizes my reasons for my decision:

Counselor Signature

Date

AREA OFFICE SUPERVISOR

I have reviewed the submitted application for a computer purchase and as a result of this information I _____ agree _____disagree with the request. The following summarizes my reasons for my decision:

Area Office Supervisor Signature

Date