|  |  |
| --- | --- |
| Birth To Three | **OakHillNeat_horLogo_2955_3125** |

NEAT Loan Agreement (3-14)Form

**Birth to Three Inventory** *(Long Term Loans)*

**NEAT, an Oak Hill Center, organizes an inventory of CT’s Birth to Three owned adaptive equipment as well as iPads dedicated for communication purposes.**  Birth to Three providers can have access to and borrow from this inventory utilizing this form: 3-14.

The loaned device should be returned to NEAT once the child no longer is using the device. Consideration should be given to the age of the child with regard to the timeline for borrowing equipment (see Birth to Three Procedure on Assistive Technology). The child can keep the loaned assistive technology device after exit from Birth to Three as long as it is still appropriate, it is being regularly used, and there is a plan for acquisition of the device through other means.

The Birth to Three provider is responsible for informing parents/guardians that NEAT will be making follow-up phone calls and/or emails to see if the child and family are still using the device. Parents/guardians are responsible for reaching out to NEAT in the event that they no longer need/want the device, or if they are moving out of state. Provider should assist with the process, when possible. As soon as NEAT receives notification that the assistive technology device is no longer in use, a plan will be made for returning the device to NEAT.

**Birth to Three Contact Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Birth to Three Interventionist Signature | |  | | | |
| Birth to Three Interventionist Name (Printed) | |  | | | |
| Title/Role |  | | Provider Agency | |  |
| Address |  | | | | |
| Phone |  | | Email |  | |

**Birth to Three Inventory Loan process:**

1. Determine that the device meets the needs of the child and is consistent with CT Birth to Three Procedures for Assistive Technology.
2. Complete this Loan Agreement Form, 3-14 and return it to NEAT via email at [NEAT.B23@oakhillct.org](mailto:NEAT.B23@oakhillct.org) or by mail at NEAT, 33 Coventry St. Hartford, CT, 06112. Incomplete forms will not be processed.
3. Identify what type of device will be borrowed from the Birth to Three Inventory and follow the steps below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **iPad** for Communication |  | **Adaptive Equipment** |
| *Identify a specific equipment request and include any apps or accessories (e.g., iPad Mini with amplification or Rifton Stander):* | | | |

**How would you like to obtain your assistive technology device?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Adaptive Equipment** Options | | **iPad for Communication** Options | |
|  | Birth to Three Provider will pick up equipment at NEAT |  | Birth to Three Provider will pick up iPad at NEAT |
|  | Deliver equipment to Birth to Three Provider Agency, at address listed above. |  | Mail iPad to Birth to Three Provider Agency, at address listed above (must be insured). |
|  | Deliver **oversized** equipment to the Family’s address listed below.  **\*See important information below.** |  | NEAT will NOT deliver iPad to the Family’s home address. |

**\*** Upon delivery of equipment, an interventionist MUST be available to sign as a representative of the Birth to

Three Provider agency. Equipment will NOT be left without a representative present.

**Family Contact Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Child Name |  | | Child’s Birth Date | |  |
| Child’s ID/Case # |  | | Birth to Three Exit Date | |  |
| Parent/Guardian Name | |  | Primary Language | |  |
| Address |  | | | | |
| Phone |  | | Email |  | |

**NEAT USE ONLY**

**Assistive Technology Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Identify Device Being Loaned:** | | | **Inventory #:** |
| **1.** |  | |  |
| **2.** |  | |  |
| **3.** |  | |  |
| **4.** |  | |  |
| **Loan Start Date:** | |  | |

**Acknowledgement of Assistive Technology Device Delivery**

|  |  |
| --- | --- |
| **Birth to Three Provider’s Signature** |  |
|  |  |
| **NEAT Staff’s Signature** |  |
| **Date Delivered** |  |