

## 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 job candidate is requesting IVRS purchase a computer. Once it is completed, the IVRS counselor will review the information and make a decision as to whether they believe the purchase is necessary. Once the IVRS Counselor makes a decision, the Purchase Review Guide is then submitted to the IVRS Supervisor for review to determine if a computer purchase will be made or if further review is needed by the RSB Bureau Chief. The job candidate will be updated throughout this process. The job candidate may be asked to complete a Financial Inventory form 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.
- It is independent living related--environmental control.
- It is needed due to special circumstances that require a computer for purposes of achieving the vocational goal.

**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.

**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 – #14 will assist IVRS to determine the computer best suited to your needs.*

**8. What type of computer is needed (i.e. laptop, tablet, desk top)? 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 to read and/or write data to a CD? Please explain:**

**12. Is there a need to read and/or write data to a DVD? Please explain:**

**13. Is there a need for a printer? Please explain:**

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

**15. 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 \_\_\_\_ disagree with the request. The following summarizes my reasons for my decision:

\_\_\_\_\_  
Counselor's 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's Signature

\_\_\_\_\_  
Date

If the supervisor disagrees and a decision is made not to support the request for a computer purchase, please submit to:

**BUREAU CHIEF**

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:

\_\_\_\_\_  
Bureau Chief's Signature

\_\_\_\_\_  
Date