

**NORTH CAROLINA DIVISION OF SERVICES FOR THE BLIND  
PROGRAMS AND FACILITIES SECTION  
SPECIAL ASSISTANCE FOR THE BLIND PROGRAM**

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<b>Section:</b>	<b>Preface</b>
<b>Revision History:</b>	<b>Revised 09/08</b>

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Information contained in this Manual represents Agency interpretations of State laws and regulations pertaining to the philosophy, legal base, and objectives of the Special Assistance for the Blind Program (SAB).

All materials reflect the Agency's interpretation of SAB policies into procedures for providing appropriate financial assistance to legally blind individuals according to approved methods. As such, these procedures represent official policy of the Division of Services for the Blind.

The Manual provides information to the user in the form of program definitions, procedures, report formats and instructions, and various reference materials.

Every effort has been made to reference all necessary policies and procedures needed by Social Workers for the Blind to carry out objectives of the Special Assistance for the Blind Program. However, it remains the responsibility of each worker to coordinate this information with the respective Area Supervisor of Social Services as it relates to other Agency programs and procedures. These items include, but are not limited to, the Independent Living Services Program Manual and the Medical Eye Care Services Program Manual. It will be the responsibility of the Area Supervisor of Social Services to make such resources available to each Social Worker for the Blind.

All sections of the Special Assistance for the Blind Program Manual are coded numerically and maintained in loose-leaf format. Individual copies of the Manual will be held by Social Workers for the Blind in each county, and each Area Supervisor of Social Services. Also, a copy of the Manual will be provided to any county department of social services upon request.

### **MANUAL UPDATES**

Manual sections will be revised as needed to reflect changes in agency policies and procedures affecting delivery of Special Assistance for the Blind services. As Manual revisions are needed, replacement pages will be sent to all Manual holders with instructions for maintenance. All Special Assistance for the Blind Manual revisions will be generated by the Chief of Independent Living Services in the State Office of the Division of Services for the Blind.