

# TEPP Guide:

## How to Apply for TEPP with assistance from MILC

MILC can help you through the TEPP process and be engaged as much as needed. We can assist in getting your telecommunication needs met through these seven (7) steps.

- 1. Contact MILC:** Call 715-344-4210 and ask to speak with the Information and Referral Specialist. You will provide them with your name, address, contact information, disability type and inform them you are interested in the TEPP program.
- 2. Device exploration:** You will work with an Independent Living Consultant who can help you decide which TEPP-approved device is best to meet your needs.
- 3. Application:** While trying devices, staff can help you apply for a TEPP voucher under the disability category that you are eligible for. The voucher will take a few weeks to process and be mailed to the address provided on the application.
- 4. Voucher:** Once the voucher is received and you determine which device works best for you, then staff can assist in placing an order with an approved vendor.\*
- 5. Copay:** Most applicants are required to pay a \$100.00 copay for their new device. This copay is required to be paid at the time of voucher submission.

Depending on the disability category you qualify for and your income, you may be eligible for a financial assistance program to cover the cost of the co-pay. MILC staff can help with the copay assistance application if you are eligible.

- 6. Device order:** Once all the materials are together, the staff member can assist in sending in documentation. It takes roughly three-four weeks for staff to receive the device.
- 7. Device delivery:** Once the devices are received, staff are available to assist in setup and training on the device if needed. The device will then be left with you as its new owner.

*\* If the TEPP-approved device(s) exceed the allotted amount covered under the disability category you qualify for, you will be asked to make up the difference in cost. For example, if your voucher amount is \$800 but the device is \$825, then you must pay an additional \$25 alongside your copay amount*