



## **Policies & Procedures**

### **A. Eligibility criteria for children with hearing loss and their families**

1. A child under the age of 18 years with documentation of confirmed diagnosis of hearing loss from a referring audiologist.
2. A family of a child under the age of 18 years presenting a need for a temporary loan of hearing aids, while making arrangements to secure permanent amplification through insurance or other means.

### **B. Required documentation for application to the Hearing Aid Loan Bank**

#### **Required documentation from referring Audiologist:**

1. OAE/ABR screening results and diagnostic test results.
2. Audiometric data utilizing any of the following behavioral assessment techniques, including Behavioral Observation Audiometry (BOA), Visual Reinforcement Audiometry (VRA), or Conditioned Play Audiometry (CPA).
3. Acoustic immittance and, if performed acoustic reflexes, if performed.
4. A written recommendation from the referring audiologist for suitable amplification for the infant or toddler tested (Part B of Hearing Aid Loan Application).
5. Medical clearance for hearing aid fitting from the child's physician.

#### **Required documentation from parent or legal guardian:**

1. Documentation stating the reason why the parent or legal guardian has no immediate access to hearing aids.
2. Documentation of insurance coverage, and/or medical assistance eligibility.
3. A signed agreement stating the terms and conditions of the loan (Part D of Hearing Aid Loan Application).

### **C. Length of loan period and conditions for extended loan periods.**

The length of a standard loan period shall be 6-months from the date of issuance by an audiologist responsible for the loan bank.

The Audiologist may extend the original loan period for additional 3 month periods if, prior to each extension, the Audiologist determines that:

1. The child does not have immediate access to another hearing aid under Medicaid, medical assistance, or private insurance;
2. The child's parent or legal guardian currently does not have the financial means to obtain immediate\* access to another hearing aid; and
3. The child's parent or legal guardian is making reasonable efforts to obtain access to another hearing aid.

**D. Responsibility of parents/guardians who borrow hearing aids from the loan bank.**

A parent or legal guardian who borrows a hearing aid for an eligible child shall:

1. Be the custodian of the hearing aid;
2. Return the hearing aid immediately to the child's audiologist upon the expiration of the loan period or receipt of a suitable permanent hearing aid, whichever occurs first;
3. Be responsible for the proper care and use of the hearing aid;
4. Be responsible for any damage to or loss of the hearing aid not covered by the hearing aid warranty up to \$100.00. This excludes normal wear and tear; and
5. A signed agreement stating the terms and conditions of the loan.
6. A signed agreement stating the terms and conditions for extension of the loan.

**E. Shipment and Return of hearing aids to the loan bank.**

1. After receiving all required documentation from the dispensing audiologist, suitable hearing aid(s) will be shipped to the audiologist.
2. Upon completion of the 6-month loan period the hearing aid(s) will be returned to the child's audiologist for shipment to the loan bank within one week.

**F. Recommended Follow-Up:**

1. A hearing aid evaluation during the course of the loan period describing any functional gain, or real ear testing performed.
2. A progress report from the service coordinator from Child Development Watch indicating the status of the parent or legal guardians access to permanent hearing aids.