

FORM 1-05
**PROCEDURES FOR PROVIDING REASONABLE ACCOMMODATION,
REASONABLE MODIFICATION IN POLICIES, PRACTICES, OR
PROCEDURES AND AUXILIARY AIDS AND SERVICES
DURING ADMISSIONS**

*If an applicant wishes to **request reasonable accommodation, reasonable modification in policies, programs or procedures and auxiliary aids and services to participate in the Job Corps program**, the process described in Section 1.2, R3 and the Reasonable Accommodation, Reasonable Modification in Policies, Practices or Procedures, and Auxiliary Aids and Services (RA/RM/AAS) Request and Disability Coordinator Contact Form in Chapter 2, Form 2-03 must be used.*

BACKGROUND

Reasonable accommodation, reasonable modification in policies, practices, or procedures and auxiliary aids and services (RA/RM/AAS) are any changes to the environment, or in the way things are customarily done, that give a person with a disability an opportunity to participate in the application process that is equal to the opportunity given to similarly situated people without disabilities. RA/RM/AAS may involve providing an appropriate service or product; modifying or adjusting a job, work/academic environment, policy, program, and procedure, providing auxiliary aids and services, or any other action that removes those barriers for the person with a disability.

For additional background information on RA/RM/AAS, please see Form 2-03, Procedures for Providing Reasonable Accommodation, Reasonable Modification in Policies, Practices, or Procedures and Auxiliary Aids and Services for Participation in the Program.

POLICY

A qualified applicant with a disability is entitled to request and receive RA/RM/AAS at any time during the admissions process. If an applicant with a disability is requesting RA/RM/AAS to participate in the admissions process, the Admissions Services provider must engage the applicant in an interactive process to determine the limitations resulting from their disability, and the potential RA/RM/AAS that would allow them to participate in the admissions process.

Keep in mind that the applicant is the best source of information about their disability, and what assistance is needed to participate in the admissions process. No RA/RM/AAS should be implemented without the applicant's consent.

PROCESS

Requests

A RA/RM/AAS request can be communicated in any form (e.g., oral, written, sign language); however, the request must be documented on the Job Corps Reasonable Accommodation, Reasonable Modification in Policies, Practices, or Procedures and Auxiliary Aids and Services Request Form-Admissions (included in this form). This is a Job Corps required form; it must be used as is and is the only form that can be used to document the disability accommodation process. Admissions Services staff must go through the form with the applicant, and may assist with its completion, as necessary.

If the applicant is requesting RA/RM/AAS to participate in the admissions process, the Admissions Services staff:

- a. Must address the applicant's RA/RM/AAS needs immediately.
- b. Must not begin or continue with any part of the admissions process for which the applicant has requested RA/RM/AAS until the RA/RM/AAS has been provided. Other parts of the admissions process may go forward if they do not directly involve the applicant's participation, or if the applicant states that they do not need RA/RM/AAS for those parts.

See Chapter 2, Form 2-03, Procedures for Providing Reasonable Accommodation, Reasonable Modification in Policies, Practices, or Procedures, and Auxiliary Aids and Services for Participation in the Program if an applicant requests RA/RM/AAS to participate in the Job Corps program.

Documentation

Under federal disability nondiscrimination law, Admissions Services cannot ask for documentation when (1) both the disability and the need for RA/RM/AAS are obvious; or (2) the person has already provided Admission Services with sufficient information to substantiate that they have an actual, current disability, and need the RA/RM/AAS requested.

When the disability and/or the need for RA/RM/AAS is not obvious, Admissions Services may ask the applicant for reasonable documentation about their disability and functional limitations. Admissions Services is entitled to know that the person actually has a covered disability for which they need a RA/RM/AAS.

Reasonable documentation means that the Admissions Services may require only the documentation that is needed to establish that a person has an actual, current disability, and that the disability necessitates a RA/RM/AAS. Thus, Admissions Services, in response to a request for RA/RM/AAS, cannot ask for documentation that is unrelated to determining the existence of a disability and the necessity for a RA/RM/AAS.

Admissions Services may require that the documentation about the disability and the functional limitations come from an appropriate health care or rehabilitation professional. The appropriate professional in any situation will depend on the disability and the type of functional limitation it imposes. Appropriate professionals include doctors (including psychiatrists), psychologists, nurses, physical therapists, occupational therapists, speech therapists, vocational rehabilitation specialists, and licensed mental health professionals.

Admissions Services must maintain the confidentiality of all medical information collected during this process, regardless of where the information comes. If a person provides insufficient documentation of a disability in response to the Admissions Services' initial request, Admissions Services should explain why the documentation is insufficient and allow the person an opportunity to provide the missing information in a timely manner.

Applicant without Documentation

If an applicant's disability or need for RA/RM/AAS is not obvious, and they refuse to provide the reasonable documentation requested by Admissions Services, then they may not be entitled to RA/RM/AAS. If an applicant suspects that they may have a disability that has not been diagnosed, and is unable to pay for an evaluation, Admissions Services should provide appropriate referral information.

Reviewing a Request

Since each request must be evaluated individually and a determination made regarding whether it is reasonable; Job Corps has no specific list of RA/RM/AAS that will or will not be provided.

If the applicant requests a RA/RM/AAS, the Admissions Services provider cannot provide, or is unsure how to provide, the Admissions Services provider should request assistance from the National Office.

Undue Hardship and Fundamental Alteration

If granting a requested RA/RM/AAS would pose an undue hardship or fundamental alteration to the program, Job Corps is not obligated to provide it. Undue hardship means a significant difficulty or expense, considering the resources available and relevant circumstances. Fundamental alteration means that providing the RA/RM/AAS would alter the nature or operation of the program.

In cases where the Admissions Services provider determines that providing the RA/RM/AAS would be an undue hardship or fundamental alteration, the Admissions Services provider must take any other action that would not result in such a hardship or alteration but would allow the applicant to participate in the admissions process.

An applicant cannot be prohibited from participating in the admissions process based solely on the need to provide RA/RM/AAS.

Reasonableness Reviews

The Admissions Services provider must complete and document a reasonableness review if there is a concern that an RA/RM/AAS may either pose an undue hardship or fundamental alteration to the program. See *Undue Hardship* and *Fundamental Alteration* in Form 2-03 for the factors that must be considered. See also *Reasonableness Review Form – Admissions, Undue Hardship or Fundamental Alteration* below for the process for documenting the decision.

- If the National Office determines that the RA/RM/AAS is reasonable, the RA/RM/AAS must be provided.
- If the National Office determines that the RA/RM/AAS request is unreasonable, the applicant must be provided a written statement from the National Office that includes the reason for the denial.

Record Keeping

Medical or disability-related documentation relating to the RA/RM/AAS request must be uploaded to the center of assignment's Wellness and Accommodation E-Folder (i.e., medical information uploaded to the Health E-Folder and non-medical documentation uploaded to the Disability E-Folder). All medical or disability-related information about the applicant must be kept confidential, and access to this information must be strictly limited to persons with a need to know, as described in Appendix 202, Transmission, Storage and Confidentiality of Medical, Health and Disability-Related Information. Admissions Services must upload the request form to the Disability E-Folder along with any non-medical or disability notes/documents related to the RA/RM/AAS process.

CONFIDENTIALITY

Information regarding the applicant's disability and prior RA/RM/AAS will be discussed during the disability accommodation process. To maintain confidentiality, documentation is made available on a need-to-know basis only, and participants in the process should not discuss information about the request outside of the process. Those responsible for implementing the RA/RM/AAS will be informed of the RA/RM/AAS, and the reasons for it, only to the extent necessary to ensure effective implementation of the RA/RM/AAS. See Appendix 202, Transmission, Storage, and Confidentiality of Medical, Health, and Disability-related Information.

FUNDING

Often, an individual with a disability can be accommodated with little or no financial expenditure. For example, the individual may already have the RA/RM/AAS they require, or they can be accommodated using existing Admissions Services resources. Sometimes the RA/RM/AAS merely requires a modification to a policy, program, or procedure (e.g., oral provision of application information). Admissions Services is responsible for any costs associated with providing RA/RM/AAS during the admissions process. If Admissions Services cannot fund the request, the National Office should be contacted.

REASONABLE ACCOMMODATION, REASONABLE MODIFICATION IN POLICIES, PRACTICES OR PROCEDURES, AND AUXILIARY AIDS AND SERVICES (RA/RM/AAS) REQUEST FORM-ADMISSIONS

*This form should **only be completed** when an applicant wishes to request RA/RM/AAS to participate in the admissions process.*

Individuals with disabilities may request RA/RM/AASs (changes in the way things are done, or other types of help) to assist them in participating in the Job Corps admissions process. This form is divided into two parts:

- **Part 1** is to be completed by the applicant if requesting RA/RM/AAS.
- **Part 2** is to be completed by Admissions Services staff to document the contact with the applicant.

Part 1: RA/RM/AAS Request (completed by applicant)

Applicant - Complete Part 1 of this form if you would like to request RA/RM/AAS to participate in the Job Corps admissions process.

Applicant Name: _____ ID#: _____

Select the appropriate box.

- I would like to request RA/RM/AAS. *Please list each specific RA/RM/AAS you are requesting. Do not use general statements such as "See IEP." Admissions Services will contact you to discuss the request.*

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- I think that I may need RA/RM/AAS to participate in the Job Corps admissions process, but I am not sure what I will need.

Depending on your disability and the type of RA/RM/AAS you are asking for, Job Corps may ask you to provide documentation about your disability and how it affects you.

Applicant/Student Signature **Date**

Parent/Guardian Signature **Date**

Admissions Services staff must upload this form and related documentation to the respective Wellness and Accommodation E-Folders in CIS.

RA/RM/AAS FORM-ADMISSIONS (cont.)

Part 2: Admissions Services Contact (completed by Admissions Services staff)

RA/RM/AAS Requests

Job Corps policy requires that Admissions Services staff contact an applicant to discuss potential RA/RM/AAS if the applicant requests a disability accommodation. This section of the form should be used to document that contact.

- I have met with the applicant to discuss their disability accommodation.
- The applicant and Admissions Services have agreed to the following RA/RM/AAS to participate in the admissions process.
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 -
 -
 -
- The applicant does not wish to receive any RA/RM/AAS. The applicant has been informed that they may request RA/RM/AAS to participate in the admissions process at any time.
- The applicant and Admissions Services cannot agree on RA/RM/AAS. Outreach and Admissions has offered reasonable alternative RA/RM/AAS and completed a Reasonableness Review Form – Admissions for National Office review.

Admissions Services Staff Signature _____ / _____
Date

Applicant Signature _____ / _____
Date

Parent/Guardian Signature _____ / _____
Date

**REASONABLENESS REVIEW FORM – ADMISSIONS
UNDUE HARDSHIP OR FUNDAMENTAL ALTERATION**

Instructions: If there is a concern that a RA/RM/AAS request may be unreasonable¹ (i.e., undue hardship or fundamental alteration to the program), then the Admissions Services provider must complete a reasonableness review. The individual completing the form must have authority to make financial decisions for the Admissions Services’ provider.

Applicant Name:		Date:	
Admissions Services Provider:		ID#:	

List the RA/RM/AAS requested that are under review:

1.		<input type="checkbox"/>	Undue Hardship	<input type="checkbox"/>	Fundamental Alteration
2.		<input type="checkbox"/>	Undue Hardship	<input type="checkbox"/>	Fundamental Alteration
3.		<input type="checkbox"/>	Undue Hardship	<input type="checkbox"/>	Fundamental Alteration

Background

1. Why is the RA/RM/AAS needed? List the specific functional limitations and/or reasons the RA/RM/AAS is needed for the individual to participate in the admissions process?

2. Did the individual with a disability provide documentation of the disability (if the disability is not obvious)? If so, what documentation was provided?

3. Does the documentation support the functional limitations that require the requested RA/RM/AAS? Provide a brief explanation.

¹ See definitions of undue hardship and fundamental alteration in Form 2-03 of the PRH.

4. Were any alternative RA/RM/AAS offered to the applicant that would be equally effective in providing access to participation in the admissions process? If so, please complete the table below.

Reasonable Alternative RA/RM/AAS	Applicant's Response			
	<input type="checkbox"/>	Declined	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Declined	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Declined	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Declined	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Declined	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Declined	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Declined	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Declined	<input type="checkbox"/>	Accepted

Instructions:

*If the individual with a disability has accepted the alternate RA/RM/AAS and is no longer requesting the RA/RM/AAS under reasonableness review, then **STOP** here as there is no need to complete the remainder of the form. Upload this document to the Wellness (e.g., Disability) E-Folder under OTHER.*

Admissions Services Analysis

5. Is there a cost associated in providing the RA/RM/AAS? If so, explain the associated costs.

6. Are there any community resources (i.e., Vocational Rehabilitation, etc.) that could assist in providing the RA/RM/AAS? If so, please list and how each could assist.

7. Is the Admissions Services provider eligible for certain tax credits or deductions to offset the cost of the RA/RM/AAS? If so, which ones?

8. What is the impact to the resources of the Admissions Services provider if the RA/RM/AAS were to be provided? (i.e., The impact on the ability of other applicants to receive aid, benefits, services, or training, or of other staff to perform their duties; and the impact on the Admissions Services provider's ability to carry out its mission.)

9. If the RA/RM/AAS would fundamentally alter the operation of the Admissions Services provider, please explain why. Be as specific as possible.

Instructions:

If the Admissions Services provider has determined that the RA/RM/AAS requested is unreasonable, please do the following:

- 1. Upload the signed Reasonableness Review Form and all supporting documentation to the Wellness E-Folders (e.g., health/disability) in CIS.*
- 2. Email the National Office that a Reasonableness Review has been uploaded for review.*

Admissions Services Provider's Signature

Date

REASONABLENESS REVIEW FORM

UNDUE HARDSHIP OR FUNDAMENTAL ALTERATION (cont.)

National Office Analysis/Decision *(National Office Use Only)*

Step 1: Using the information provided by Admissions Services in items 1-9 and using **ALL** of the factors listed in the Fundamental Alteration/Undue Hardship sections in Form 2-03, complete an analysis of the reasonableness of the applicant’s reasonable accommodation, reasonable modification in policies, practices or procedures and auxiliary aids and services (RA/RM/AAS) request to include the following:

Step 2: For each RA/RM/AAS request, complete the following table:

RA/RM/AAS Under Review		Approve Request	UH	FA
1.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 3:

- a. If the request(s) is **approved**, then the National Office informs Admissions Services of the approved RA/RM/AAS so that the applicant* may be informed. No further action is required.
- b. If the determination of a request is that it results in **undue hardship or poses a fundamental alteration** to the program, then the following must occur:

- 1. Summarize why the RA/RM/AAS request was an UH or a FA.

- 2. Identify actions Job Corps can take that would not result in UH/FA (i.e., what alternate RA/RM/AAS can be provided, or other actions can be taken, if any).

	Alternate RA/RM/AAS or Other Actions
1.	
2.	
3.	
4.	
5.	

- 3. The National Office informs Admissions Services that they have determined that the RA/RM/AAS requested are unreasonable so that Admissions Services may inform the applicant.*

*An applicant may choose to continue with the admissions process without the benefit of the alternative RA/RM/AAS.