

## APPENDIX 605

# PROCESS FOR AN APPLICANT OR STUDENT WITH A DISABILITY TO REQUEST REASONABLE ACCOMMODATION TO PARTICIPATE IN THE JOB CORPS PROGRAM

## BACKGROUND

**What are reasonable accommodations?** Reasonable accommodations 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, job, program or activity that is equal to the opportunity given to similarly situated people without disabilities. Although many people with disabilities can (and do) apply for and participate in the Job Corps program without any reasonable accommodations, barriers do exist that keep other potential applicants or students with disabilities from applying or participating, and that could be overcome with some form of accommodation. Reasonable accommodation may involve providing an appropriate service or product; modifying or adjusting a job, work/academic environment, policy, program, or procedure; or any other action that removes those barriers for the person with a disability.

**Who is entitled to reasonable accommodations?** Under federal law, only a person with an *actual, current disability* is entitled to reasonable accommodations for that disability.<sup>1</sup> The regulations implementing Section 188 of the Workforce Investment Act of 1998 (WIA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) define such a disability as “a physical or mental impairment that substantially limits one or more of [a person’s] major life activities.” Whether a particular person has an impairment that satisfies this definition, and whether a specific accommodation is appropriate for a particular person, must be determined on a case-by-case basis, by someone with appropriate expertise in the field.

**What is a physical impairment?** The regulations define a **physical impairment** as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems:

- Neurological
- Special sense organs
- Cardiovascular
- Digestive
- Hemic and Lymphatic
- Endocrine
- Musculoskeletal
- Respiratory (including speech organs)
- Reproductive
- Genitourinary
- Skin

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<sup>1</sup> People who have a record of a disability or who are regarded as having a disability are protected from discrimination by federal disability nondiscrimination laws. However, these people are not entitled to the positive actions, such as reasonable accommodations, that must be provided to people with actual, current disabilities.

This list is all-inclusive.

**What is a mental impairment?** The regulations define a **mental impairment** as “any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.” By contrast with the list in the definition of physical impairment, this list is not all-inclusive; rather, it is intended only to provide examples of possible mental impairments.

**Examples of physical or mental impairments.** The regulations also list as examples the following contagious and noncontagious diseases and conditions:

- Orthopedic
- Visual
- Speech
- Hearing
- Heart disease
- Mental retardation
- Specific learning disabilities
- HIV disease (symptomatic or asymptomatic)
- Cerebral palsy
- Epilepsy
- Muscular dystrophy
- Multiple sclerosis
- Cancer
- Diabetes
- Emotional illness
- Tuberculosis
- Drug addiction and alcoholism

The following conditions, situations, or orientations are not considered **physical or mental impairments**:

- Homosexuality and bisexuality
- Normal pregnancy
- Environmental, cultural, and economic disadvantages (*e.g.*, a prison record or a lack of education)
- Limited English proficiency/English as a second language

In addition, federal disability nondiscrimination laws do not protect people with the following conditions, even if the conditions would otherwise satisfy the definition of “disability.”

- Transvestitism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments, or other sexual behavior disorders
- Compulsive gambling, kleptomania, or pyromania
- Psychoactive substance use disorders resulting from current illegal use of drugs<sup>2</sup>

**What are major life activities?** According to the U.S. Supreme Court, a major life activity is an activity that is “of central importance to daily life.” There is no exhaustive list of major life

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<sup>2</sup> Later in this appendix, you will find an explanation of how federal disability nondiscrimination laws relating to drug addiction and alcoholism interact with Job Corps’ zero tolerance policy. See discussion below of alcoholism and drug addiction.

activities; the activities affected by physical or mental impairments differ from person to person. However, the regulations implementing federal disability nondiscrimination laws provide some examples of major life activities. These examples include caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, and learning.<sup>3</sup> Courts and federal agencies have also recognized other functions such as concentrating, interacting with others, sleeping, and reproducing as major life activities.

**What is a substantial limitation?** Not all limitations caused by a physical or mental impairment are “substantial” enough to constitute a disability. Some impairments may be disabling for particular persons but not for others, depending on the stage of the illness or disorder, the presence of other impairments that combine to substantially limit the person's major life activities, or any number of other factors.

In general, a substantial limitation is one that either:

- *Prevents* the person from performing a major life activity that the average person can perform, or
- *Significantly restricts* the person in performing such an activity (as compared to the average person)

**What is a significant restriction?** There are no hard-and-fast rules. In general, however, the qualified person making the determination should look at whether, and if so how much, the impairment restricts:

- *Conditions under which* the person can perform the activity
- *Manner (way)* in which she/he can perform the activity
- *Duration (length of time)* for which she/he can perform the activity

**How do federal disability nondiscrimination laws relating to drug addiction and alcoholism interact with Job Corps's Zero Tolerance Policy and alcohol-related policies?** The definition of “individual with a disability” under federal law explicitly excludes persons who are *currently* engaging in the illegal use of drugs. This exclusion means that even though a particular person's drug addiction constitutes a disability, it is not against the law to take adverse action against that person—to separate him or her from Job Corps, or otherwise give him or her less favorable treatment than others—because of that drug addiction.

It is important to note that only people who are *currently* using drugs illegally are excluded from protection under the relevant federal laws. The following categories of persons *are* considered

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<sup>3</sup> The regulations implementing federal disability nondiscrimination laws also list “working” as a major life activity; however, the Supreme Court has cast doubt on whether this classification is correct. Therefore, the effect of an impairment on a person's general ability to “work” should not be considered in determining whether he or she has a disability. The qualified person making the determination may, however, consider whether an impairment affects his or her ability to perform specific manual tasks, such as brushing teeth.

individuals with disabilities under those laws, and are therefore protected from discrimination on the basis of *the drug addiction itself*:

- Persons with a drug addiction diagnosis who have successfully completed a supervised drug rehabilitation program (an in-patient, out-patient, or employee assistance program), and who are no longer using drugs illegally
- Persons with a drug addiction diagnosis who have been rehabilitated successfully in some other way (*e.g.*, recognized self-help programs such as Narcotics Anonymous) and who are no longer using drugs illegally
- Persons who have a drug addiction diagnosis, are currently participating in a supervised rehabilitation program, and who are no longer using drugs illegally

A center **may** request documentation that an applicant/student:

- has a drug addiction diagnosis;
- has completed/is participating in a rehabilitation program or been rehabilitated successfully in some other way; and,
- is not currently using,

**only** if an applicant/student is requesting to be considered a person with a drug addiction disability (most likely so he/she can request reasonable accommodation).

An applicant who has a diagnosis of drug addiction but is not requesting disability/accommodation protections cannot be required to provide documentation that he/she is not currently using drugs. An applicant who indicates current/past casual drug use cannot be required to provide documentation that he/she is not currently using drugs.

A person who casually used drugs illegally in the past but did not become addicted is not an individual with a disability, and therefore is not protected from discrimination. Only addiction qualifies as a physical or mental impairment that is substantially limiting under federal disability nondiscrimination law.

Alcoholics<sup>4</sup>—even those who are currently using alcohol—are protected by federal disability nondiscrimination laws from adverse actions taken because of *the alcoholism itself*. However, students are subject to the center’s disciplinary policies and measures regarding the use and abuse of alcohol, as well as to the Job Corps’ Zero Tolerance Policy regarding the use of drugs.

It is important to understand the difference between taking adverse action against someone because of his or her *alcoholism itself*, and taking adverse action against him or her because of

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<sup>4</sup> “Alcoholism” and “alcoholic” are medical terms used to refer to, respectively, the condition of being addicted to alcohol, and a person who has that condition. As with illegal use of drugs, a person’s use of alcohol does not constitute a disability unless it is an addiction that substantially limits one or more of the person’s major life activities.

the *behavior that the alcoholism causes*. Taking adverse action *because of someone's behavior* (rather than because of his or her status as an alcoholic) is not considered discrimination.

For example, suppose a student who is an alcoholic is discovered drinking alcohol on-center—an action that is prohibited under the center's disciplinary policy. In this case, it is not discriminatory for the center to take action to discipline the student: the center is taking this action not because the center staff knows the student is an alcoholic, but because the student has violated the standards of conduct—in other words, because of the student's *behavior*. The policy is not intended to punish students for *being* alcoholics; it prohibits and punishes the *actual use of* alcohol—in other words, the *behavior*. For these reasons, the policy does not violate federal disability nondiscrimination law.

## **POLICY**

A qualified applicant or student with a disability is entitled to request and receive reasonable accommodation to participate in the Job Corps program at any time during the admissions process or enrollment. Each center is required to have a reasonable accommodation SOP. The SOP should describe the center's process for ensuring applicants/students with disabilities who may need accommodation are engaged in an interactive process to consider/determine the functional limitations resulting from their disability and the potential accommodations that would allow them to participate in the Job Corps program. The center Disability Coordinator(s) (DCs) should ensure that an accommodation SOP is in place and should coordinate the center's reasonable accommodation process.

The reasonable accommodation process will have some variations depending on when the accommodations are requested, either during admissions or after enrollment. The center's SOP and process should include both of these situations and the following components: Request, Documentation, Reviewing a Request, Evaluating a Request, Denying a Request, Developing an Accommodation Plan, Notification, Determining Accommodation Effectiveness, and Recordkeeping.

## **PROCESS**

- a. *Request*—A reasonable accommodation request can be communicated in any form (e.g., oral, written, sign language); however, the request must be documented on the Reasonable Accommodation Request Form (included in this Appendix). This form cannot be changed and must be used to document the request.

The AC will inform each applicant of his/her right to request reasonable accommodation and then review the request form with the applicant. If the applicant wants to request accommodation, the request form should be completed. The AC may assist with its completion of the request form as necessary. If the applicant does not want to request accommodation, the AC should inform the applicant about his/her right to request reasonable accommodation at any point during the admissions process or during enrollment in the program. If the request is made after enrollment, the DC will go through the form with the student, and may assist with its completion, as necessary.

All requests for reasonable accommodation to participate in the program will be reviewed at the center level (center of assignment). The review process should be an interactive process between the center, applicant (and parent/guardian, when appropriate), and, in some cases, outside service providers.

The DC will be notified (and forwarded the request/documentation) when an applicant file contains an accommodation request or information indicating a disability is likely. If a student is requesting accommodation, the request is either made directly to or forwarded to the DC.

- **Applicant to Participate in Program**—If a request is made using the Reasonable Accommodation Request Form or information provided by the applicant (e.g., IEP) indicates that the applicant may be an individual with a disability who may need reasonable accommodation to participate in Job Corps; the DC must engage the applicant in an interactive process (even if the applicant did not request accommodation) to determine if or what accommodations are appropriate.
  - **Student to Participate in Program**—Applicants are not required to request accommodation during the admissions process and once enrolled in the program may request accommodation at any time. A student may complete the request form and/or make an accommodation request to any staff person. All requests should be referred to the DC.
- b. *Documentation*—If an applicant makes a reasonable accommodation request, the AC may ask the applicant for reasonable documentation about his/her disability and functional limitations. The DC will gather this information if the request is made after enrollment. Only the documentation that is needed to establish that (1) a person has a disability, and (2) the disability necessitates a reasonable accommodation may be requested. It is important to obtain this type of information since the accommodation needs of an individual with a disability will depend on his/her functional capacities and limitations rather than his/her diagnosis. The applicant/student may be provided assistance to obtain the appropriate documentation to support the request.

The documentation about the disability and the functional limitations should come from an appropriate health care or rehabilitation professional (e.g., physicians, psychiatrists, psychologists, nurses, physical therapists, occupational therapists, speech therapists, vocational rehabilitation specialists). In addition, if the applicant has received a past accommodation, the associated documentation should be obtained (e.g., Individualized Education Program (IEP) or 504 Plan from the school system). See the reasonable accommodation section of the Job Corps Disability website for examples of possible types of documentation for specific disabilities

All documentation should be reviewed to ensure the accommodation requested is supported by the documentation provided. If an applicant/student provides insufficient documentation of a disability in response to the center's initial request, the center should explain why the documentation is insufficient and allow the person an opportunity to provide the missing information in a timely manner.

Under federal disability nondiscrimination law, a center cannot ask for documentation when: (1) both the disability and the need for reasonable accommodation are obvious, or (2) the person has already provided the center with sufficient information to substantiate that she or he has an actual, current disability and needs the reasonable accommodation requested.

If a student's or applicant's disability or need for reasonable accommodation is not obvious, and she/he refuses to provide the reasonable documentation requested by the center, then she or he is not entitled to reasonable accommodation. If an applicant/student suspects that he/she may have a disability that has not been diagnosed and is unable to pay for an evaluation, the AC or DC should provide the applicant/student with referral information.

c. *Reviewing Request*

- **Simple Accommodation Request**—If the accommodation request is straightforward and does not involve significant expense, the review can be an informal meeting (phone or face-to-face) between the DC (and/or co-DC) and the applicant/student (and parents, service providers, if applicable). Agreed upon accommodations can be determined at this meeting and approved by the DC.
- **Complex Accommodation Request with Reasonable Accommodation Team (RAT)**—If the request involves complex accommodation issues and/or significant expense, a reasonable accommodation team meeting may be required. Participants will vary depending on the nature of the request, but must always include the DC (chairperson) and applicant/student and his/her parents (if the applicant/student is a minor or requests his/her parents attend the meeting). Other possible members may include:
  - Academic manager
  - Center mental health consultant
  - Career technical manager
  - Student's career counselor
  - Representatives of center departments directly impacted by the accommodation request
  - Community social service agency if the applicant/student is receiving benefits in the community

The team will then determine:

- If Job Corps can provide the requested accommodation or an alternate accommodation that is equally effective.
- The center staff responsible for ensuring the accommodation is made and the date by which the accommodation will be in place. Accommodations for applicants should be in place by the scheduled arrival date of the applicant.
- The amount and type of contribution to be obtained from other sources toward the purchase or acquisition of the requested accommodation.

If appropriate accommodations can be developed/agreed to at this meeting, an accommodation plan can be developed. If additional information is needed or research into specific accommodations is necessary, the DC or appropriate staff should stay in contact with the applicant/student until a plan can be developed.

For more information on reviewing a request and the RAT meeting process see the reasonable accommodation guidelines section of the Job Corps Disability website.

d. *Evaluating a Request*—There are many grey areas in the interpretation of what constitutes a reasonable accommodation; therefore, Job Corps has no specific list of accommodations that will or will not be provided. Each request for accommodation should be evaluated individually and a determination made regarding whether it is reasonable. When evaluating a request for reasonable accommodation, the following questions should be considered:

- The type of accommodation requested.
- The net cost of the accommodation; taking into consideration the availability of tax credits, deductions, or outside funding.
- The overall financial resources of the Center, Center operator, contractor, outreach and admissions agency, or placement agency; any parent companies of any of these entities; and Job Corps as a whole:
  - Does the center have the funds to provide the accommodation? Often, an individual with a disability can be accommodated with little or no financial expenditure. For example, the individual may already have the required accommodation, or the accommodation requires a no-cost change in a policy, program, or procedure (e.g., extended time for testing).
  - Can the Regional or National Office provide funding or identify other resources that may provide funding? Centers are responsible for any costs associated with providing reasonable accommodation to students with disabilities. Usually accommodations can be provided at little or no cost to the center (e.g., extended time for testing). In rare cases a high cost accommodation (e.g., sign language interpreter) may be needed. In these cases, if the center is not able to fund the accommodation or locate a funding source in the community, a request can be made through the appropriate Regional Office for National Office funding assistance. The Reasonable Accommodation Funding Request Form (included in the Appendix) must be used to request National Office funding. Additional guidance for completing this form is available from the Regional Disability Coordinators.
- Can other agencies/organizations provide or contribute to the cost of providing the accommodation?
- Will it allow the individual applicant to participate in and benefit from the Job Corps program?
- Could the requested accommodation benefit other persons with disabilities?



- Will the requested accommodation affect the daily operation of the center, prevent or reduce the benefit other students receive from the program, or affect the ability of staff to do their job?
- Job Corps is required to make every effort to accommodate a person with a disability at the appropriate center in accordance with the assignment procedures in PRH 1. However, if this assignment is not sensible, the applicant should be assigned to a center that offers comparable training and is able to accommodate their particular needs.

If granting a requested accommodation would pose an *undue hardship* or *fundamental alteration to the program*, Job Corps is not obligated to provide it. Undue hardship means that providing the accommodation would be unduly costly or extensive when considered in light of the factors mentioned above. Fundamental alteration means that providing the accommodation would alter the nature or operation of the program based on the factors mentioned above. In cases where the center determines that providing the accommodation would be an undue hardship or fundamental alteration, the center must take any other action that would not result in such a hardship or alteration, but would allow the applicant to participate in the program.

An applicant cannot be denied admission based solely on the need to provide reasonable accommodation.

- e. *Denying a Request*—No accommodation can be denied at the center level. If the center feels providing the accommodation would be an undue hardship or a fundamental alteration to the nature or operation of the program and no alternate accommodation can be agreed upon, the decision must be forwarded to the Regional Director (RD) for a final decision.

Before sending a recommendation for denial to the region, center staff should review the following statements to determine if the reasonable accommodation process was completed.

- The center held an interactive RAT meeting which included the applicant/student.
- The interactive process is well documented.
- The RAT considered specific accommodations.
- If appropriate, the center contacted the Job Accommodation Network (JAN), and documented the date, name of the JAN staff person who assisted, and JAN's accommodation recommendations.
- The reason for the recommendation for denial is clearly documented and is because providing the accommodation would be an undue hardship or a fundamental alteration to program.
- The center offered another solution that would permit the applicant/student to participate in the program to the greatest extent possible. The applicant's/student's decision to decline this offer is documented.

- If the recommendation for denial is based on undue hardship due to cost, the Regional and National Offices were contacted to determine if assistance could be provided.
- The review of the request was completed within a reasonable amount of time.

If all steps were taken, the center should submit all documentation/notes/forms related to the request to the region for a final decision.

The Regional Director will make a determination after consultation with regional health consultants, other appropriate staff, and the National Office (i.e., National Health Staff) as to whether there is an obligation to grant the accommodation request.

If the Regional Director determines that the accommodation should be granted, the accommodation will be provided. If the Regional Director determines that there is no obligation to grant the accommodation, the applicant/student will be provided a written statement from the Regional Office that includes the reason for the denial and why no other accommodation is possible.

The center will make every effort to respond to the request in a timely manner and will inform the applicant/student if the request is being sent to the region for review or delayed for any other reason. Centers should complete the review of an accommodation request within 30 days of the arrival of the applicant's file on center. When this is not possible, the DC should document the reason.

- Developing an Accommodation Plan*—After accommodation determinations have been made, the DC will enter the accommodation plan into CIS, print it out and have the applicant/student sign it. A copy of the plan must be provided to the applicant/student and the original should be maintained in the student's accommodation file.
- Notification*—The DC should email staff weekly a list of students with new or updated plans available in the CIS accommodation screen. Copies of these emails should be maintained by the DC(s). Managers are responsible for ensuring that approved accommodations are implemented in their areas of supervision.
- Determining Accommodation Effectiveness*—As the student participates in the program, new needs may be identified or accommodation adjustments may be required. The effectiveness of a student's accommodation should be evaluated as part of student performance panels on a regular basis throughout his/her enrollment in Job Corps (at least every 60 days). Forms and additional guidance for supporting this process are available on Job Corps Disability website.  
  
*Note: Staff should not wait for a performance panel review to request a modification of an existing plan if a need for a change has been identified.*
- Recordkeeping*—A separate accommodation file (similar to the student's health record) should be maintained for each student receiving accommodation. All originals relating to

the reasonable accommodation request should be located in this file. Appropriate staff should have access to the information and medical records should be stored separately (in student's health record). The Job Corps Disability website has suggested content and layout for an accommodation file. All suggested contents may not be required for each accommodation file. If a different layout is preferred, it should be consistent for all accommodation files.

After an accommodation decision has been made, a copy of the Reasonable Accommodation Form will be maintained in the student's accommodation file. The original will be maintained in the student's personnel file.

## **CONFIDENTIALITY**

Information regarding disability and prior accommodation will be discussed during the 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 accommodation will be informed of the accommodation and the reasons for it only to the extent necessary to ensure effective implementation of the accommodation.

For more detailed information, tools/forms, tips, and resources to support the center reasonable accommodation process, see the reasonable accommodation section of the Job Corps Disability website.

## **JOB CORPS REASONABLE ACCOMMODATION REQUEST FORM**

If you are a person with a disability, you may request accommodations (changes in the way things are done, or other types of help) to assist you in successfully participating in the Job Corps program. If you ever,

- Had an IEP or 504 plan in school
- Had special education support
- Had extra supports or pullout classes in school
- Were given extra time to complete assignments or tests in school
- Got help in a resource room in high school
- Were allowed extra time to get to and from class
- Received any adjustments to the scheduled school day for appointments or because of side effects of medication
- Were/are a client of Vocational Rehabilitation or a related program
- Receive Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI)

you **may** be qualified to receive reasonable accommodation.

If you are worried about talking about your disability, it is important to understand that Job Corps upholds strict policies on confidentiality which means this information will only be shared with those who need to know. The main reason for you telling us about your disability is so you can get the support you need to participate effectively/successfully while enrolled in the Job Corps program.

Students with disabilities attend all the same classes and participate in all of the same programs as students without disabilities. In high school, you may have gone to a separate resource room for instruction if you received special education services. In Job Corps you will attend the same classes as all other students.

Depending on your disability and the type of accommodation you are asking for, we may ask you to provide documentation about your disability and how it affects you so we can determine your need for reasonable accommodation. Each center has a Disability Coordinator who can assist you with the accommodation process.

If you indicate that you would like accommodations, would like to discuss accommodations with the center disability coordinator or provide information indicating that accommodations may be necessary, the center disability coordinator will contact you to talk about the need for accommodation.

You are not required to have an accommodation plan. Should you choose to have an accommodation plan, you will work jointly with the center Disability Coordinator to develop one. If we cannot provide you with an accommodation you have asked for because it is unreasonable, we will explain why, and we will offer you at least one alternative accommodation.

September 24, 2010

Your Admission's Counselor or the Center Disability Coordinator (if you are requesting accommodation after arrival on center) will guide you through completion of this form.

### SECTION A—APPLICANT/STUDENT

<b>Name:</b>	
<b>Address:</b>	
<b>Contact Information (include all phone numbers and e-mail addresses):</b>	

I would like to request accommodations to participate in the Job Corps program. **Please list the accommodations requested:**

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I think I may need an accommodation, but I am not sure what I will need. I would like to talk directly with the center disability coordinator about my accommodation needs.

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**Applicant/Student Signature**

**Date**

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**Parent/Guardian Signature**

**Date**

*The Admission's Counselor should forward the center this form and related documentation in the sealed envelope containing health/disability information.*

### SECTION B—DISABILITY COORDINATOR

I have met with the applicant/student  by telephone  in person to discuss his/her accommodation needs.

At this time the applicant/student

has an accommodation plan.

- does not wish to receive accommodations. The applicant/student has been informed that he/she may request reasonable accommodation at any time.
- and the center cannot agree to an accommodation plan. Alternative accommodations have been offered and rejected and all documentation related to the accommodation process is being sent to the Regional Office for review. This documentation includes information on the accommodation requested, alternate offered and reasoning, and reason for applicant rejection of alternate accommodation.

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**Disability Coordinator Signature**

**Date**

**SECTION C–APPLICANT/STUDENT**

I have met with the Disability Coordinator to discuss my accommodation needs. At this time

- we have agreed to an accommodation plan.
- I do not wish to receive accommodations. I understand that I may request reasonable accommodation at any time.
- we cannot agree to an accommodation plan and I do not accept the alternative accommodations offered. I understand all documentation related to my accommodation process is being sent to the Regional Office for review.

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**Applicant/Student Signature**

**Date**

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**Parent/Guardian Signature**

**Date**

*The original of the document should be stored in the student's personnel file. If the applicant has an accommodation plan, a copy should be stored in the accommodation file.*

### **JOB CORPS REASONABLE ACCOMMODATION FUNDING REQUEST FORM**

Centers are responsible for any costs associated with providing reasonable accommodation to an applicant or student with a disability. If a center cannot fund an accommodation or locate a funding source in the community, a request can be made through the appropriate Regional Office for National Office funding assistance for high cost accommodations (those greater than \$5,000).

All requests for funding assistance should be made as part of the accommodation process; funding requests for accommodations already provided will not be considered. National Office funding for medications and personal use items is not available. This form can only be used to request funding assistance for an individual applicant or student; no requests that contain multiple students on the same form will be considered.

Please complete the appropriate section of the following form. All requests should be expedited so as not to unreasonably delay entry or provision of accommodation to the applicant/student. If you need assistance with the form, or would like to see a sample completed form, contact your Regional Disability Coordinator.

<b>A. CENTER DISABILITY COORDINATOR</b>		
<i>This section of the form should be completed and sent to your Regional Disability Coordinator within 7 days of the applicant's or student's reasonable accommodation team meeting.</i>		
Center Disability Coordinator:	Position:	
Phone:	E-mail:	
Applicant/Student Name:	Date(s) Met with Applicant/Student to Discuss Accommodation(s):	
Describe the nature of the applicant's/student's disability/functional limitation.		
In the space below list each accommodation that funding is being requested for and provide the estimated cost for each accommodation (budget may be attached). Please indicate if the accommodation has a one-time cost (e.g., software, equipment) or an ongoing cost (e.g., sign language interpreter) for which additional funding may be needed.		
Accommodation:	Estimated Cost:	One-time Cost/Ongoing Annual Cost:
Total Estimated Cost:		

List other possible funding sources consulted along with their contact information. If any funding is being provided by these sources, please list amount.	
How will this/these accommodations remove or minimize the barriers presented by the applicant's/student's functional limitation(s)?	
Were any alternate accommodations considered? If yes, list and describe why not chosen.	
If you are requesting funding for a sign language interpreter, have you reviewed the deaf/hard of hearing guidance available on the Job Corps Disability website, including the guidance on interpreting services? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List any other accommodations that are being or will be provided.	
Disability Coordinator Signature:	Center Director Signature:
Date Forwarded to Regional Disability Coordinator:	
<b>B. REGIONAL DISABILITY COORDINATOR</b>	
<i>Please review the center's request. If the center section of the form is not complete or inadequate information has been provided, please contact the Center Disability Coordinator to resolve these concerns. If the center section of the form is complete and adequate information has been provided, please complete this section of the form and send it to the regional office program/project manager within 7 days of receipt from the center.</i>	
Regional Disability Coordinator:	E-mail:
Phone:	Date Request Received:
Date Request Reviewed:	Date Forwarded to Regional Office:
Regional Disability Coordinator Signature:	
<b>C. REGIONAL OFFICE</b>	
<i>Please review the center's request and send to:</i>	
<p style="text-align: center;"><i>National Health Staff                  Department of Labor                  Office of Job Corps                  200 Constitution Ave., NW, RM. N-4507                  Washington, DC 20210</i></p>	



<b><i>This request should be reviewed and sent to the National Office within 5 days of receipt from the regional disability coordinator.</i></b>	
Program/Project Manager:	Phone:
E-mail:	Date Request Received:
Date Request Reviewed:	Program/Project Manager Signature:
Regional Director Signature:	Date Forwarded to National Office:
<b>D. NATIONAL OFFICE-NATIONAL HEALTH STAFF</b>	
<b><i>This request should be reviewed and forwarded to the National Director within 5 days of receipt of this request from the Regional Office.</i></b>	
National Office Health Staff Person:	Position:
Phone:	E-mail:
Date Request Received:	Date Request Reviewed:
Date Request Forwarded to National Director:	
<b>E. NATIONAL OFFICE INFORMATION-NATIONAL DIRECTOR</b>	
<i>Indicate approval or disapproval of funding for this request below and sign. If the request is approved, forward to Budget Office. If the request is disapproved, forward to the National Office staff person you designate to make the notification.</i>	
Disposition: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	
Amount Approved (if different from original request, please explain):	Disposition Date:
National Director Signature:	
<b>F. NATIONAL OFFICE-FINAL DISPOSITION</b>	
<i>If funding is approved a staff person from the Health and Wellness Unit will notify the Center Director and Regional Office Program/Project Manager. If the request is disapproved, the designated National Office staff person will notify the Center Director and Regional Office Program/Project Manager. The Regional Disability Coordinator should also receive a copy of the final response. All requests should be maintained in a secure file.</i>	
National Office Staff Making Notification:	Position:
Phone:	E-mail:

Date Final Disposition Received:	Date Center/Region Notified:
National Office Staff Signature:	