

REVISED

February 23, 2007

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 06-21
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: Reasonable Accommodation Funding Request Form

1. Purpose. To standardize the process for requesting reasonable accommodation funds from the National Office.
2. Background. Centers are responsible for any costs associated with providing reasonable accommodations to applicants/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. Since there is no formal process in place to make or respond to these requests, center and Regional Office staff are often unsure about what information is necessary to request funding. To standardize this process, the Reasonable Accommodation Funding Request Form (attached) has been created.

For more information on the Job Corps reasonable accommodation process, see the reasonable accommodation module on the Job Corps Disability Web Site (<http://jcdisability.jobcorps.gov>) or Program Instruction 00-08.

3. Action. Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.

In cases where a high-cost accommodation (greater than \$5,000) is necessary, the center should complete the appropriate section of the Reasonable Accommodation Funding Request Form and send it to the center's regional project/program manager for review. If the form is complete and adequate information is provided, the project/program manager will complete the appropriate section of the form and forward it to the National Office. The National Office will review the information, complete the appropriate section of the form, and notify the region and center of the disposition.

All requests for assistance with funding should be made before the accommodation is provided. Funding for medications and personal use items is not available. All requests should be expedited so as not to unreasonably delay entry or provision of accommodation to the applicant/student.

Centers are responsible for accounting for funds provided, and any unused funds will be returned to the National Office. The Reasonable Accommodation Funding Request Form is a required form and the only form that can be used. The form will be available on the Job Corps Forms Web Site (<http://forms.jobcorps.org>) and the Job Corps Disability Web Site (<http://jcdisability.jobcorps.gov>).

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Carol Abnathy, at (202) 693-3283 or Abnathy.carol@dol.gov.

Attachment

Job Corps Reasonable Accommodation Funding Request Form