

## **Administrative Policy No. AP-203**

**Subject: Policy on Reasonable Accommodation**

**Effective: PY04 - 12/13/2004**

### **BACKGROUND:**

The term “reasonable accommodation” means modifications or adjustments to an application/registration or employment process that enables a qualified individual with a disability to be considered for the aid, benefits, services, training, or employment; modifications or adjustments that enable a qualified individual with a disability to receive aid, benefits, services, or training or employment opportunities equal to that provided to non-disabled individuals or to perform the essential functions of a job; or modifications or adjustments that enable a qualified individual with a disability to enjoy the same benefits and privileges as are enjoyed by other similarly situated individuals without disabilities.

### **POLICY:**

The provision of Reasonable Accommodations for qualified individuals with disabilities shall be made to create equal opportunity of participation, unless providing the accommodation would cause undue hardship. Reasonable accommodations shall be made for:

- qualified applicants, registrants, participants to ensure the opportunity of equal participation of aids, benefits, training, and services.
- service provider employees or applicants for employment, to assure equal employment opportunity.

Reasonable accommodation policies and procedures at the service provider level shall contain a reasonable and efficient process from the initial request to provision of the reasonable accommodation. The policy may contain a provision where, if needed for the provision of reasonable accommodation, the requirement of requesting proof of a Section 188 disability from the applicants, registrants, participants, or employees or employee applicants.

The service provider shall consider and make any other modification that would not result in a fundamental alteration that would create maximum access for the person with a disability to the services and programs, including the periodic examination of existing policies and practices that are formally written as well as the “unwritten” operational practices for intentional and unintentional discriminatory effects of customers with various disabilities.

**APPLICABILITY:**

WCCNM staff and service providers contracting with WCCNM to provide WIA services.

**INQUIRIES:**

WIA Manager 505-247-1750