

UW-Extension, Cooperative Extension

Procedures for Reasonable Accommodations for Clientele/Participants of Educational Programs

University of Wisconsin-Extension, Cooperative Extension, is committed to providing equal access to educational opportunities for persons with disabilities in compliance with the Americans With Disabilities Act of 1990, the Section 503 and 504 of the 1974 Rehabilitation Act, as amended, and the Wisconsin Fair Employment Act 111.32.

Cooperative Extension recognizes that individuals with disabilities may need accommodations to participate in or benefit from educational programs, activities and services. These procedures are established to ensure that qualified persons with disabilities are protected from discrimination in programs, activities and services provided by Cooperative Extension and are afforded the right to reasonable accommodations.

Definitions

Disability:

- a physical or mental impairment that substantially limits one or more major life activities;
- a history or record of having such as impairment;
- being regarded as having such an impairment

In addition, an individual may not be discriminated against due to association with a person who has, has a record of, or is regarded as having a disability.

A qualified person with a disability:

- is someone who, with or without accommodations, meets the essential eligibility requirements for participating in programs, services and activities provided by UW-Extension.

Accommodation:

- adjustments including reasonable modifications to rules, policies or practices, environmental adjustments such as removal of architectural, communication or transportation barriers; or auxiliary aids and services.

Essential Eligibility Requirements:

- the legitimate academic standards, education, experience or other requirements for admission to or participation in UW-Extension programs, services or activities which an individual must be able to meet with or without accommodation.

Individual:

- any person applying for admission to or participation in a program, service or activity of UW-Extension, or any person currently participating in a program, service or activity of UW-Extension.

Public Notification of ADA Compliance

Publications shall include the following statement or its equivalent:

This document can be made available in alternative formats, such as large print, Braille, or audio tape, by contacting your county Extension Office (phone number, voice) or (phone number, TTY--this can be the Wisconsin TRS at 1-800-947-3529).

Program announcements, which include bulletin, flyers, brochures, letters, agendas, public service announcements, press releases or other materials used to inform the public of an activity or program must also include the following statement or its equivalent:

If you need an accommodation for a disability to fully participate in this program/activity, please contact your county Extension Office (name) at (phone number, voice) or (phone number, TTY--this can be the Wisconsin TRS at 1-800-947-3529) as early as possible. Ten working days before the program is reasonable.

Requests for Accommodations

Accommodation requests received less than 10 days before the event should be accommodated as effectively as possible. Requests may not be rejected without attempting to fill them. Requests need not be in writing.

Providing An Accommodation

The UW-Extension county office, center or administrative unit sponsoring the educational program has the authority to make a positive decision about providing an accommodation. The programmer should consult with the Cooperative Extension Title II Coordinator prior to denying a request. Or, if there are any other questions about an accommodation request, the programmer should contact the Title II Coordinator.

If the Extension programmer wishes to confirm an individual's disability and assess the appropriateness of the requested accommodations, the programmer should contact the Title II Coordinator, who will carry out the verification process.

If the individual's disability is verified, the program unit shall proceed with accommodation.

If the individual's disability is not verified, the individual shall be notified by the Title II Coordinator.

Appeal Procedure

The client may contact the Title II Coordinator, voice: 608/262-7965, TTY: 1-800-947-3529, or the Office of Equal Opportunity and Diversity Programs, voice: 608/265-2406, TTY: 608/265-9317, to learn about the appeal procedure.

If the individual wishes to appeal an accommodation, he/she should follow the UW-Extension appeals process and/or grievance procedure. The individual may appeal by contacting the Office of Equal Opportunity and Diversity Programs, voice: 608/265/2406, TTY: 608/265-9317, within 10 working days of the communication from the Extension programmer about an unsatisfactory accommodation or the denial of an accommodation request.

Recording Procedures

Each request for accommodation should be documented on the UW-Extension Accommodation Log (attached), which should be submitted to the Title II Coordinator annually.

Medical documentation will be kept in a separate confidential file by the Title II Coordinator.

Accommodation Expenses

Invoices for accommodation expenses under \$200 may be sent to the Title II Coordinator. If the cost of an accommodation is expected to be more than \$200, the Extension unit providing the program should contact the Title II Coordinator to discuss the accommodation expense.

Cooperative Extension Title II Coordinator:

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