

Process for Accommodating a Person with a Disability

1. The person with a disability should complete the accommodation request form and send it to the ADA Specialist (address below). If desired, the ADA Specialist can assist in filing out this form. It is available online at [ADA Accommodation Request Form](#) or by phone at (608)-265-2406 (dial 711 for Relay).
2. The person with a disability is responsible for providing current and relevant medical documentation regarding his/her disability and the need for accommodations. The person with a disability should have his/her doctor or other qualified medical treatment professional complete the third page of the disability accommodation request form. This documentation should **only** be sent to ADA Specialist (address below). An employee with a disability should also send the ADA Specialist a copy of his/her Position Description in order to help determine essential job functions.
3. After receiving the accommodation request form and relevant medical documentation, the ADA Specialist will contact the person with a disability and the supervisor or institutional representative to schedule a time to discuss essential job functions (for an employee) or essential eligibility requirements (for program participant), accommodation options, and legal responsibilities under the ADA and the Wisconsin equal opportunity laws.
4. The ADA Specialist will make recommendations regarding accommodation options and provide referrals for additional resources that may be helpful. Although the preferences of the person with a disability will be taken into consideration, the institution may choose among effective accommodation options.
5. The ADA Specialist will forward the accommodation request form to the supervisor or institutional representative, and to the Dean's Office and grant coordinator (when reimbursement is requested), for signatures approving the accommodation request.
6. The Dean's office, Human Resource Department or a grant-based program may provide reimbursement for accommodation-related expenses with prior approval.
7. Working collaboratively with the person with a disability, the supervisor or institutional representative is responsible for ensuring that the accommodation is implemented. That ADA Specialist should be contacted if there are any problems implementing the approved accommodations.

**Return forms and direct questions to:
Christine Curley
ADA Specialist
432 N. Lake St., Room 501
Madison, WI 53706
608-265-2406**

Roles and Responsibilities

Person with disability (employee or member of the public)

Request accommodation, provide timely and sufficient medical documentation, and provide feedback regarding effectiveness of accommodation

Institutional Representative (a UW Colleges or UW-Extension employee who offers training, hosts or coordinates an event or program, or interacts with the public)

Determine purpose of program and essential eligibility requirements (with assistance from State Program Specialist, ADA Specialist or other staff as appropriate), forward accommodation requests to ADA Specialist, authorize accommodations under the guidance of ADA Specialist and implement accommodations

Supervisor

Determine essential job functions (using the employee's Position Description as a guide), forward copy of Position Description to ADA Specialist, implement accommodations, maintain confidentiality, provide timely feedback regarding any problems, authorize accommodations under the guidance of ADA Specialist, and forward the accommodation invoice to Dean's Office or Program Area Specialist for reimbursement when applicable

ADA Specialist

Evaluate medical documentation and verify disability, recommend accommodations and alternatives, provide expertise regarding disability-related legal issues, make referrals to outside resources and provide case coordination

Program Area Specialist (Cooperative Extension)

Determine essential job functions (using the employee's Position Description as a guide) and, with prior approval, may reimburse for accommodation expenses when grant-based funds are available

Dean's office

Authorize accommodation-related expenses and may provide reimbursement for accommodation costs with prior approval

Human Resource

Coordinate absences under the Family Medical Leave Act (FMLA), coach supervisors on managing the potential impact of accommodations on office functions and coworkers, and may provide reimbursement for accommodation-related expenses with prior approval.

This document is based upon Extension's Equal Opportunity Policy #7: Non-Discrimination on the Basis of Disability, Reasonable Accommodation Policy and Procedures. The policy is available in its entirety at <http://www1.uwex.edu/diversity/policies/eeo/007.pdf>