

Applicant (Enrollee) Requests Disability Accommodations (DA)

1 Contact After Approval of Enrollment/Pre-Arrival Based on Request for DA

- a. Review DA request/supporting documentation and contact the applicant to discuss requested DA and to initiate the interactive disability accommodation process. (See [Form 2- 03](#) for more details)
- b. Document the contact and the DA that are agreed upon and those refused on the **Reasonable Accommodation, Reasonable Modification in Policies, Practices, or Procedures, and Auxiliary Aids and Services (RA/RM/AAS) Request and Disability Coordinator Contact Form.***

2 Develop Accommodation Plan

- a. Meet with the student when s/he arrives on center to discuss DA agreed upon during initial call/meeting and finalize an Accommodation Plan (AP).
- b. Ensure completion of the **request form (see 1b)**, including student and DC signatures.
- c. Enter the agreed upon accommodations into the CIS Accommodation Plan entry screen.
- d. Print the student's AP.
- e. Both the student and the DC should sign the student's AP.
- f. **Provide the student a copy of AP.**

3 Enter the Student's Disability(ies) into CIS Disability Data

4 Document the Process

Notes documenting the disability accommodation process should be entered into the **CIS Accommodation Notes Tab** and should include:

- a. Initial DA call and/or meeting with applicant or student
- b. Any subsequent meetings with applicant or student regarding DA
- c. Any updates to the AP
- d. Accommodation effectiveness reviews
- e. Documentation of the referral process, if applicable
- f. Request for DA for certification/HSE exams
- g. Coordination with partnering agencies

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5 Notify Staff of AP

6 Create the Accommodation File (AF)

7 Ensure Accommodation Effectiveness

5 Notify Staff of AP

E-mail notification should be sent to all staff, at least bi- weekly, with a list of students with APs. This list should indicate which plans are new APs and which plans are updated.

Requesting Disability Accommodations (DA)



6 Create the Accommodation File (AF)

The file should be stored in a secured area and contain the following:

- a. Non-health documentation of disability (medical documentation is stored in Student Health Record (SHR))
- b. RA/RM/AAS Request and DC Contact Form
- c. Signed AP
- d. Referral Documentation, as appropriate

7 Ensure Accommodation Effectiveness

The effectiveness of a student's AP must be evaluated with the student at least every 60 days throughout the student's enrollment in Job Corps. If the student is not progressing in the program, exhibiting behavioral challenges, or presenting with other functional limitations that are barriers to participation, the DAC should be convened, referrals to the appropriate Qualified Health Professionals made, and the AP adjusted as needed.

**If there are concerns about reasonableness, the center may offer equally effective accommodations. Contact your Regional Disability Coordinator for assistance!*