

Disability Referral

Suspicion of Disability

Student consents to securing documentation but decides s/he does **NOT** want accommodations

Step 1 – Staff Makes Referral

- a. Review referral.
- b. Meet with the student to discuss the referral.

Step 2 – Secure Documentation of Disability

- a. Student signs release to obtain medical and mental health records.
- b. Documentation of disability received by the DC.

Step 3 – Document the Process

- a. Meet again with the student to discuss accommodations. Student states that s/he now does not want accommodations.
- b. Complete Job Corps Reasonable Accommodation Review/Documentation of Disability Form, declining accommodations, and ensuring both student and DC signs.

Step 4 – Enter the Student’s Disability(ies) into the CIS Disability Data Collection



Step 5 – Create the Student’s Disability No Accommodation File (DNAF)

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

- a. Documentation of Disability or information indicating documentation of a Disability can be found in the Student Health Record
- b. Reasonable Accommodation Review/Documentation of Disability Form- declining accommodations
- c. Initial contact call/or meeting notes with applicant/student.

Step 6 – Store DNAF in Records

Once the student separates, the student’s DNAF should be sealed in an envelope and sent to the Records Manager.

Step 7 – Provide Feedback

Provide feedback to staff who made the referral and ensure the feedback is documented.