



Reasonable Accommodation Policy and Guidelines

Reasonable accommodations enable qualified individuals with disabilities to fully participate service programs and activities.

Requesting a Reasonable Accommodation?

To request an accommodation, the member and or program must inform the organization and or Governor's Office of Community Service that some sort of change or adjustment is needed to fully participate in the service program and or organization. Requests can be made orally but should then be put in writing for the purpose of documentation.

The Governor's Office of Community Service on behalf of the Montana Commission on Community Service is committed to providing reasonable accommodations to Montana AmeriCorps members or applicants with disabilities in accordance with federal and state law. Reasonable accommodations are available upon request to assist a member or applicant in any of the following:

- ✓ assure equal opportunity in the in the selection process;
- ✓ enable a qualified individual with a disability to perform the essential functions of the service position; and
- ✓ enable a member with a disability to enjoy equal benefits and privileges of National Service.

The Governor's Office of Community Service will make funds available to Montana AmeriCorps programs for reasonable accommodation(s) for members with disabilities.

Requirements for Disability Inclusion Funds- Supporting Reasonable Accommodation:

- ✓ The accommodation must be essential to allow the member to perform his/her service successfully.
- ✓ The accommodation will be denied if it significantly alters the AmeriCorps program mission or the essential functions of the position description.
- ✓ The requested cost of the accommodation, and the cost of any future supports, must be within budget guidelines.
- ✓ Disability Inclusion funds will not be made available until all other sources of funding have been explored.

To apply for Disability Inclusion funds Programs should complete the following steps:

1. In cooperation with the member, the program must identify the accommodation request.
2. The program must determine the cost of the accommodation and explore additional funding sources.
 - a. If funding cannot be leveraged from the AmeriCorps budget the program should search for additional funding sources such as:
 - i. Vocational Rehabilitation Service,

- ii. Developmental Disabilities Service,
 - iii. Independent Living Centers, etc.
 - b. If an outside agency is unable to provide the accommodation verification should be obtained in writing.
- 3. If the program cannot reasonably afford the accommodation, and an outside resource cannot assist; a request must be sent in writing to, the Governor's Office of Community Service with the following information:
 - a. Member Name
 - b. Accommodation Request
 - c. Disability
 - d. Cost of Accommodation
 - i. Request for obtaining funds; monthly or lump sum
 - e. Explanation of the programs efforts to secure funding (Step 2 above)
 - i. Please include verification letters
- 4. The Governor's Office of Community Service will review the application along with the State Department of Labor.
- 5. If approved the program will be reimbursed for the pre-approved amount in accordance with the Corporation for National and Community Service and the Governor's Office of Community Service reimbursement process. Any amount over the pre-approved cost will be the responsibility of the program.

Request for Funds for Reasonable Accommodation Form

AmeriCorps Program:

Address:

Phone Number:

E-mail Address:

Program Director:

Member Name:

Date of Reasonable Accommodation Request:

Summary of discussion with the member and or organization:

Request for Reasonable Accommodation:

Why has the Accommodation been requested?

Cost of the Accommodation (monthly or lump sum):

Explanation of the Programs Efforts to Secure Funding Including Verification Letters:

AmeriCorps Program Director Signature:

Mail Accommodation Requests to:

Disability Coordinator

Governor's Office of Community Service

P.O. Box 200801

Helena, MT 59620-0801

406/444-9077

serve@mt.gov

Evaluation Form

Date Accommodation Request Received:

Accommodation Request Reviewed by:

Approved or Denied:

Reason for Approval or Denial:

Governor's Office of Community Service Disability Coordinator Signature:

Appeals Procedures:

If a request is denied by the Governor's Office of Community Service, an appeal can be submitted to the Montana Commission on Community Service within five working days. A committee of commission staff and the accessibility consultant will reevaluate the appeal and render a decision within five working days.

Mail Appeal to:

Montana Commission on Community Service
Executive Director
P.O. Box 200801
Helena, MT 59620-0801
406/444-2573