

## **F Handling Special Cases – Participants with Disabilities**

Participants who have disabilities must have equal access to programs, services, or activities as required under the Americans with Disabilities Act (ADA) or the Rehabilitation Act.

A participant may request special accommodations due to a disability to equally participate in a Department of Economic Security program, service, or activity. When this occurs, complete a Request for Reasonable Accommodation (J-930) form.

**NOTE** The information contained in this form regarding the disability and request for accommodation is confidential.

A participant **MUST NOT** be discriminated against on the basis of disability in admission to, access to, or operations of programs, services, and activities.

Types of disabilities that might prohibit effective accommodation include, but are not limited to, the following:

- Hearing Impairments
- Mental Impairments
- Psychological Disorders
- Specific Learning Disabilities
- Visual Impairments

When a request for accommodations is received, follow the instructions on the back of the J-930. Route the original and copies as follows:

- Give the original to the participant.
- Route a copy to the [DBME ADA Liaison](#).
- Send a copy to the participant upon completion of the requested accommodation.
- Place a copy in the [case file\(g\)](#).