

## F Handling Special Cases – Participants with Disabilities

**REVISION 46**  
(01/01/18 - 01/31/18)

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 DES program, service, or activity. When this occurs, complete a REQUEST FOR EFFECTIVE MODIFICATION TO PARTICIPATE IN A PROGRAM, SERVICE, OR ACTIVITY (J 930-A) 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 equal access to programs, services, or activities include, but are not limited to, the following:

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

When a request for accommodations is received, the FAA office completes the J-930-A form. After discussing the participant's individual needs and preferred accommodation, the FAA office determines what reasonable accommodations are made for the participant. When the FAA office needs assistance in making a decision, contact the [DES ADA Coordinator](#) for assistance. Route the original and copies as follows:

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