

West Central Arkansas Workforce Development Board Lisa Greene, Chair

Reasonable Accommodations Policy & Procedures

Policy Number:	WCAWDB- Policy 2024-01		
Change Number:			
Date Approved:	October 10, 2024	Effective Date:	October 10, 2024

Purpose:

The purpose of this policy is to provide guidance for:

1. Individuals requesting accommodation(s) to participate in Workforce Innovation and Opportunity Act (WIOA) services.
2. West Central Arkansas Workforce Development Area (WCAWDA) staff to perform their required job responsibilities.
3. Applicants seeking employment with the WCAWDA.

Policy Information:

The WCAWDA understands its obligation to provide reasonable accommodations that will aid participants in accessing and receiving services, and that will aid employees and applicants for employment to secure and maintain employment. The WCAWDA will provide reasonable accommodation(s) in accordance with state and federal laws and regulations.

The following procedures will be used to process reasonable accommodations:

WIOA Participant

1. Any WIOA Participant that is in need of a reasonable accommodation(s) must make his/her request to WCAWDA Staff in writing by completing a Reasonable Accommodations Form.
2. Following the receipt of the reasonable accommodation(s) request, the WCAWDA Staff will inform the EO Officer of the request.
3. The EO Officer will contact the participant for clarification on the request and determine if the request can be granted as requested or if a reasonable substitute will meet the accommodation.
4. The EO Officer and the WCAWDA Staff will work together to provide the needed accommodation(s).
5. If the WCAWDA determines that an accommodation cannot be provided, the EO Officer will notify the participant.

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WCAWDA Staff

1. Any WCAWDA staff member in need of a reasonable accommodation(s) must submit their request in writing by completing a Reasonable Accommodations Form. The completed form should be provided to their immediate supervisor or the EO Officer.
2. The EO Officer will contact the employee for clarification on the request and determine if the request can be granted as requested or if a reasonable substitute will meet the accommodation.
3. The EO Officer and Employee Supervisor will work together to provide the needed accommodation(s).
4. If the WCAWDA determines that accommodation(s) cannot be provided, the EO Officer will notify the employee.

Applicants for Employment

1. Any applicant seeking employment with the WCAWDA who needs reasonable accommodation during the hiring process must make his/her request known to the EO Officer, or Hiring Official in person, in writing by completing a Reasonable Accommodations Form.
2. The EO Officer will contact the applicant for clarification on the request and determine if the request can be granted as requested or if a reasonable substitute accommodation can be granted.
3. The EO Officer and Hiring Official will work together to provide the needed accommodation.
4. If the WCAWDA determines that an accommodation cannot be provided, the EO Officer will notify the applicant

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Date

WCAWDB is an equal opportunity provider of employment and training services. Auxiliary aids and services are available up request to person of disability, if available.