



Reasonable Accommodation Policy and Procedures

Mission

Volunteer Louisiana encourages individuals with disabilities to serve their communities as national service members through programs operating throughout Louisiana. We encourage a diverse membership that includes people with disabilities to participate as national and community service members through our many programs.

Definition of Disability

According to the ADA, the term “disability” means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the individual’s major life activities, a record of having such an impairment, or being regarded as having such an impairment. “Major life activities” means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, etc. Additionally, a “qualified individual with a disability” is an individual with a disability who, with or without reasonable accommodations, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the program.

Policy

Under federal law, any program which receives federal funds is required to comply with the requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. In compliance with the Federal law, all AmeriCorps programs prohibit any form of discrimination against persons with disabilities in recruitment, as well as in service. No qualified individual with a disability shall be excluded from participation in or be denied the benefits of the program, services, or activities of the program, or be subjected to discrimination by the program. Nor shall the program exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability.

Reasonable Accommodation

A reasonable accommodation is any modification or adjustment to a program site that will enable a qualified applicant or National service member with a disability to participate in the application process or to perform essential service functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in service equal to those of individuals without disabilities.

All national service programs shall make reasonable accommodations in practices and/or procedures when the accommodations are necessary to avoid discrimination on the basis of disability. Accommodations are “reasonable” when they are practical and feasible. The program does not have to provide reasonable accommodations that would impose undue hardship on the program. According to the U.S. Equal Employment Opportunity Commission (EOCC),:

It is not necessary to provide a reasonable accommodation if doing so would cause an undue hardship. Undue hardship means that accommodation would be unduly costly, extensive, substantial, or disruptive, or could fundamentally alter the nature or operation of the business. Among the factors to be considered in determining whether an accommodation is an undue hardship are the cost of the accommodation, the employer’s size, financial resources and the nature and structure of its operation.

Reasonable Accommodations May Include:

1. Making existing facilities accessible to and usable by an individual with a disability.
2. Restructuring the job
3. Modifying the work schedule
4. Modifying the equipment or devices
5. Installing new equipment or devices
6. Providing qualified readers and interpreters
7. Appropriate modification of the application and examination procedures and training materials

Reasonable Accommodations Do Not Include:

1. Eliminating a primary job responsibility
2. Lowering production standards that are applied to all employees
3. Providing personal use items, such as prosthetic limbs, wheelchairs, eyeglasses or hearing aids.

Review Process for Reasonable Accommodation Funds Request

1. Volunteer Louisiana will receive all applications confidentially.
2. Volunteer Louisiana will review all applications for completeness and accuracy.
3. Volunteer Louisiana will review the request for funding. A decision will be rendered within ten (10) working days and will take into account the following factors:
 - a. Will the reasonable accommodation enable the individual to perform the essential functions of the position?
 - b. Is the accommodation an undue hardship to your organization?
 - i. Type and cost of the accommodation needed
 - ii. Impact of the accommodation funds request upon the disability inclusion funds
 - iii. Overall size of the program requesting funds, with respect to the number of AmeriCorps members, and the number, type and location of its facilities

- c. Is the cost for the reasonable accommodation reasonable?
 - d. Will the accommodation benefit other individuals?
 - e. Will the accommodation fundamentally alter the program design?
4. If Volunteer Louisiana approves the funds for reasonable accommodation, the program must submit invoices directly to Volunteer Louisiana. The invoices will be paid within approximately 45 days of receipt.