

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

NOTICE

The Illinois Emergency Management Agency & Office of Homeland Security (IEMA-OHS) is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from IEMA-OHS' programs, activities, and services.

Individuals may request reasonable accommodations from IEMA-OHS that they believe will enable them to have such equal opportunity to participate in our programs, activities, and services.

To request reasonable accommodations, contact IEMA-OHS' Designated Coordinator, Sally McDaniel-Smith, Division of Human Resources, by emailing EMA.HR@illinois.gov or calling (217)782-3184.

FREQUENTLY ASKED QUESTIONS (FAQ)

1) What is a reasonable accommodation in IEMA-OHS' programs?

A reasonable accommodation is a change or modification to afford a qualified individual with a disability full enjoyment of IEMA-OHS' programs or activities, unless modifications of policies, practices, and procedures would fundamentally alter the nature of the program, service, or activity, or result in undue financial and administrative burdens to IEMA-OHS.

2) Does my request for a reasonable accommodation need to be in writing?

No, you do not need to put your request in writing, however, making a written request can be helpful documentation for ensuring that IEMA-OHS provides the desired accommodation. In addition, you do not need to use the specific words "reasonable accommodations" when making your request.

3) When should I request a reasonable accommodation?

You may request a reasonable accommodation from IEMA-OHS at any time. However, making the request in well in advance of a meeting, conference call, or visit will help ensure that IEMA-OHS is able to fulfill the request for an accommodation. For certain requests, such as requests for sign language interpretation, IEMA-OHS requests at least four-six weeks advance notice, if possible.

4) May someone request a reasonable accommodation on my behalf?

Yes, anyone can request a reasonable accommodation on behalf of an individual with a disability who seeks to interact with IEMA-OHS staff or participate in its programs or activities.

5) What will IEMA-OHS do upon receiving my request for a reasonable accommodation?

IEMA-OHS may contact you to obtain more information about your request and to better understand your needs. In addition, IEMA-OHS may review your request to determine:

- Whether the requested accommodation will be effective in allowing you to participate in the activity or program in which you are seeking participation;
- Whether the requested accommodation is reasonable, or an equally effective alternative to the requested accommodation is available; and
- Whether providing you with the requested accommodation would fundamentally alter the nature of IEMA-OHS' program or impose undue financial or administrative burdens on IEMA-OHS.

In addition, in some cases, IEMA-OHS may consult with you in an interactive process to determine on a case-by-case basis what accommodations can be made.

If IEMA-OHS determines that your requested accommodation would fundamentally alter the nature of the program or impose an undue financial or administrative burden, IEMA-OHS may deny your request. However, in the unlikely event that this occurs, IEMA-OHS will work with you to identify an alternative accommodation that allows you to effectively participate in IEMA-OHS' program, activity, or service.

6) May IEMA-OHS request medical documentation from you after receiving your request for a reasonable accommodation?

No, IEMA-OHS may not request medical documentation after receiving your request for a reasonable accommodation. IEMA-OHS' questions will be limited to understanding the barrier to your ability to participate in the program or activity in which you are interested and the nature of an accommodation that will remove this barrier.

7) May IEMA-OHS charge you the cost of providing the reasonable accommodation?

No, you are not responsible for the cost of an auxiliary aid or service IEMA-OHS provides to you.

8) What are some examples of reasonable accommodations?

There are many types of reasonable accommodations. Some examples of how IEMA-OHS might provide reasonable accommodations include:

- Arranging for qualified sign language interpreters
- Providing on-site captioning
- Producing alternate formats of print materials in braille, large print, or in an electronic format
- Providing remote conference captioning services
- Furnishing a temporary ramp to access the dais or other areas with one or more stairs to ensure accessibility for individuals who have physical disabilities and may be using a wheelchair or walker.

9) How do I file a grievance with IEMA-OHS regarding ADA?

Procedures for filing a grievance are provided in 4 Illinois Administrative Code 175.40 and 175.50. These rules can be found on IEMA-OHS' website at <https://iemaohs.illinois.gov/laws/regs-genadmin.html>.