

Reasonable accommodation for UI Extension participants with disabilities

University of Idaho Extension (UI Extension) through its curriculum, programs, and events, provides a supportive environment for diverse population groups with over-arching respect for an individual's personal values and ideas. UI Extension takes seriously its responsibility to offer educational programming opportunities equitably to all qualified persons who can be reasonably accommodated.

For UI Extension to accomplish its goals, all UI Extension professionals, volunteers, and event officials should make all reasonable accommodations to allow participants with disabilities to participate in UI Extension activities and events.

Persons with disabilities have the right to request and receive reasonable accommodations. Each participant must engage in the interactive accommodation process with the University of Idaho's Center for Disability Access and Resources (CDAR). CDAR facilitates an interactive process with the participant/parent/guardian to understand the participants' barriers and how any accommodations requested are necessary to ensure nondiscrimination and equality of access.

Instructions for Requesting Reasonable Accommodation

To request reasonable accommodation(s) for an UI Extension participant, please follow these instructions:

1. Completely fill out the form on pages 2-3 of this document - **University of Idaho Extension Program Reasonable Accommodation Request Form**.
2. Submit the completed form and supporting medical documentation (**see page 7 for documentation guidelines**) to CDAR: email cdar@uidaho.edu, fax to 208-885-9404 or mail to Center for Disability Access and Resources, 875 Perimeter Drive, MS 4257, Moscow, ID 83844-4257.
3. A CDAR representative will contact you within 14 business day to discuss next steps.
4. Please read and understand the additional information following the form (pages 4-5) that outlines general obligations of the University of Idaho, Extension offices and CDAR; the reasonable accommodation process; and basic definitions.

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University of Idaho Extension Reasonable Accommodation Request Form

Please complete page 2-3 to assist CDAR in evaluating your reasonable accommodation request. Accommodation applications cannot be approved without supporting documentation (**see page 7 for documentation guidelines**). Submit this form and supporting medical documentation by emailing it to cdar@uidaho.edu, fax to 208-885-9404 or mail to Center for Disability Access and Resources, 875 Perimeter Drive-MS 4257, Moscow, ID 83844-4257

Date submitted:

Name of Participant: (Last)

(First)

Phone Number

Name of Participant's Parent or Guardian

Email Address

Address

City

County

Describe how participant's disability or medical condition impacts them in relation to the UI Extension Event(s).

Identify and describe the reasonable accommodation(s) believed to be needed to enable participant to participate in UI Extension Event(s).

Does the participant have a documented disability that requires them to need accommodations to participate in UI Extension events/programs? Yes ☐ No ☐

If yes, submit medical documentation (see page 7 for documentation guidelines) of disability with this form.

Please use this space to provide any information that would be helpful in determining the participant's needs.

By signing below, you understand the risks of the activity and are stating that you/the participant can safely participate in the activity.

Signature of the Participant/Parent/Guardian

Date

CONFIDENTIALITY OF MEDICAL INFORMATION:

All information regarding the presence or nature of a participant's disability is treated as a confidential medical record and is maintained in a secure manner, with access restricted to designated personnel on a need-to-know basis.

While participants are not required to disclose medical facts to UI Extension leaders, they will be expected to provide such information CDAR who has the responsibility for assisting with the accommodation process.

If accommodation is not requested at least two weeks prior to an event, we cannot guarantee the availability of accommodation on-site.

GENERAL OBLIGATIONS

- A. UI Extension will provide reasonable accommodation to the known physical, mental, or sensory limitations of an otherwise qualified individual with a disability.
- B. The obligation to provide reasonable accommodation(s) for people with a disability applies to all aspects of participation in UI Extension events/programs.
- C. The need for reasonable accommodation shall not adversely affect the consideration of a participant with a disability for opportunity to enjoy equal terms, benefits, privileges, or conditions of participation in the UI Extension program.
- D. Generally, it is the obligation of an individual with a disability to request reasonable accommodation.
- E. A qualified individual with a disability has the right to refuse accommodation. However, if the individual cannot perform the essential functions of the activity or event without the accommodation, they will not be considered to be an otherwise qualified individual with a disability after refusing the accommodation.
- F. Information contained in communications regarding activities or opportunities covered under this policy, including how to make a request for accommodation, must be provided to participant/parent/guardian with a disability in a manner or format which is readily accessible to them. All UI Extension members and applicants must be notified about the University of Idaho's obligation to provide reasonable accommodations.
- G. An accommodation is unreasonable if it results in an unfair competitive advantage in a competitive event.
- H. UI Extension shall not charge a higher fee, or a surcharge, for the cost of accommodation.

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REASONABLE ACCOMMODATION REQUEST PROCESS

- A. Once CDAR receives a reasonable accommodation request CDAR staff will review the information, medical documentation. CDAR will then reach out to the participant/parent/guardian to engage in the interactive process to determine the participant's specific disability-related barriers as they relate to the essential requirements of the event/program. CDAR staff will assess how accommodation can overcome these barriers.
- B. CDAR may consult with UI Extension or other knowledgeable sources to identify potential accommodations and assess how effective each would be in enabling the youth to perform the essential functions.
- C. If there are two or more effective accommodations that would allow the participant to meet the essential requirements of the event/program, CDAR will consider the preference of the participant/parent/guardian, prior to identifying the accommodation(s) that is approved.
- D. If the disability prevents the participant from performing the essential functions of the activity or event, CDAR will undertake the following actions as appropriate:
 - Evaluate the participant's functional abilities and limitations and the essential functions of the activity.
 - Explore options available for reasonable accommodation, including, but not limited to:
 - Making existing facilities readily accessible to the participant;
 - Restructuring the activity in a manner consistent with reasonable accommodation;
 - Modifying activity schedules;
 - Changing rules and policies that do not fundamentally alter the activity or event or create a competitive disadvantage for other participants;
 - Acquiring or modifying equipment or devices;
 - Provide qualified readers and interpreters and documents which are accessible to the person with disabilities; and/or
 - Allowing assistance from another individual for an event or activity unless such assistance creates a competitive disadvantage for other participants;
 - Determine the most effective reasonable accommodations;
 - Evaluate whether the participant can perform the activity in a safe manner with others and the participant.
 - Discuss alternative accommodations with the participant/parent/guardian.
 - Evaluate undue hardship
- E. CDAR will send participant/parent/guardian a list of approved accommodations.
- F. **It is the participant's responsibility to provide a copy of the accommodations to the UI Extension Event planner.** If the Event Planner feels they are unable to provide the accommodations, they must reach out to CDAR to identify their concerns.
- G. If accommodation(s) are denied, CDAR will communicate this decision in writing to the participant/parent/guardian.

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DEFINITIONS

Essential Functions: Essential functions/requirement means the skill, experience, education, and other requirements of the activity desired. The term "essential functions" does not include the marginal functions of the activity.

Person With a Disability:

- A. Under 42 U.S.C. 12102, a person with a physical or mental impairment that substantially limits one or more major life activities; or
- B. Under RCW 49.60, a person who has an abnormal condition that is medically cognizable or diagnosable, and who is denied reasonable accommodation or is discriminated against on the basis of that condition.

Qualified Individual with a Disability: Qualified individual with a disability means an individual with a disability who meets the skill, experience, education, and other requirements of the activity desired, and who, with or without reasonable accommodation, can perform the essential functions of the activity.

Reasonable Accommodation: Reasonable accommodation means modification or adjustment to a job, work environment, policies, practices, or procedures that enable a qualified individual with a disability to enjoy equal opportunity to participate in the benefits of the program and that does not impose an undue hardship on the program sponsor.

Undue Hardship: Undue hardship means an excessively costly, extensive, substantial, or disruptive modification, or one that would fundamentally alter the nature of the activity or event or operation of the institution or program.

Undue Hardship Determination: UI Extension is responsible for making reasonable accommodations unless doing so imposes an undue hardship on the operation of the institution or a particular program. However, before concluding that a particular accommodation would impose an undue hardship, UI Extension will consider with CDAR whether there are alternative accommodations that would not impose undue hardship. UI Extension must provide CDAR written justification as to why UI Extension feels they are not able to provide accommodation(s) due to undue hardship. CDAR will address the concerns and provide a written response regarding the next steps within 14 business days.

Disability Documentation Guidelines

Disability documentation must be provided by a physician, psychologist, audiologist or other licensed professional appropriately qualified to diagnose the specific disability of the individual. If documentation is older than four years, participants may be asked to obtain updated diagnosis documentation. Evaluators are encouraged to include appropriate medical reports, relevant medical history, test scores where applicable (especially for individuals with cognitive and learning disabilities) and any other medical or educational data that would be useful in determining and providing appropriate accommodations and services.

Documentation must include:

1. The particular diagnosis, including when the diagnosis was made and the likely duration of the disability
2. Details of the participant's functional limitations created by the disability(s)
3. Accommodations recommended for the participant (if known), along with explanations of why these accommodations would be useful.
4. Be on official letterhead of the licensed medical provider and include their signature and date signed.

Documentation may be emailed to cdar@uidaho.edu, faxed to 208-885-9404 or mailed to mail to Center for Disability Access and Resources, 875 Perimeter Drive, MS 4257, Moscow, ID 83844-4257. Once received it will be included in the participants request for accommodation profile.

CONFIDENTIALITY OF MEDICAL INFORMATION:

All information regarding the presence or nature of a participant's disability is treated as a confidential medical record and is maintained in a secure manner, with access restricted to designated personnel on a need-to-know basis. While participants are not required to disclose medical facts to UI Extension leaders, they will be expected to provide such information to CDAR who holds the responsibility for assisting with the accommodation process.

If you have any additional questions, please let us know.

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