

# LRS CHAPTER 4, TECHNICAL ASSISTANCE & GUIDANCE MANUAL



**Part**  
412.06

**Name**  
Job Accommodations

**Effective Date**  
\*June 29, 2020\*\*

**Authorization**

Federal Register, Volume 81, Department of Education, 34 CFR 361, Part VI, State Vocational Rehabilitation Services Program, §361.48, §361.50, §361.52, §361.53, §361.54 and 2 CFR 200.407.

## I. PURPOSE

The purpose of job accommodations is to ameliorate the functional limitations of a person with a disability to provide greater access to employment.

## II. TYPES OF ACCOMMODATIONS

A Counselor can provide one or a combination of several types of job accommodations, including the following:

- A. Environmental, such as improved lighting.
- B. Physical, such as adjustable tables.
- C. Minor worksite modifications, such as rearranging files or shelves for wheelchair accessibility.
- D. Assistance to the employer with job restructuring, such as reassignment of tasks.
- E. Other, such as consultation/assistance to the employer in the use of flexible work hours, part-time helpers/aids, etc.

## III. COUNSELOR RESPONSIBILITIES

- A. Determine what accommodations are required to obtain or maintain employment utilizing worksite assessments, job analysis, Job Accommodation Network website, and/or other counselor professional observation.
- B. Provide consultation on worksite accommodations with the employer, with agreement of the consumer.
- C. Determine if a Rehabilitation Engineer should be involved in the assessment based on the complexity of the consumer's needs.

- D. The Counselor must apply all Agency Policy/Procedure relative to Comparable Services/Similar Benefits if job accommodations require the purchase of services contingent upon these policies and guidelines.
- E. The Counselor can use the following checklist to gather information needed to determine accommodation needs:
  - 1. What does the consumer want to do that cannot be done either at all or efficiently/effectively?
  - 2. What is the general nature of the desired/needed activity in terms of basic life performance areas? (i.e. transportation, communication, mobility, etc.)
  - 3. What specific activity or activities does the individual need to engage in? (i.e. driving, clerical work, stair climbing, etc.)
  - 4. What specific aspects or components of this activity are impeded? (i.e., reaching, lifting, manipulating small objects, reading, telephoning, etc.)
  - 5. What is/are the specific functional limitations associated with the condition that preclude or impede performance? (i.e. lack of finger function, unable to do independent wheelchair transfers, unable to grasp objects, 20/400 vision in better eye, deafness, etc.)
  - 6. How do the specific performance demands of the activity interact with the individual's specific functional limitations to create the performance problem? (i.e. unable to dial telephone, unable to transfer to toilet during work hours, unable to squeeze stapler, unable to read small typeface on documents, unable to hear warning signals, etc.)
  - 7. What kind of help is wanted/expected from the Rehabilitation Engineer/Consultant? (i.e. evaluation only, referral to existing/local resources, device development, etc.)
- F. The Counselor and the consumer should also consult with other professionals such as an occupational therapist, physical therapist, and/or speech therapist, as appropriate, for an evaluation/assessment to determine those services that best meet the consumer's needs.

#### **IV. CONSULTATION WITH A REHABILITATION ENGINEER**

The Counselor, the consumer, and the employer should consult early on with a Rehabilitation Engineer if any of the following exist:

- A. The problem is complex.
- B. Available equipment is very costly.
- C. Safety and materials strength are vital factors.

- D. The service includes design or modification of a product.
- E. Any other reasons deemed necessary by the Counselor.

## V. OTHER RESOURCES

UNO, Training, Resource, and Assistive-Technology Center, Lakefront Campus, P.O. Box 1051, New Orleans, LA 70148, (504) 280-5700 (voice and TTY); Fax (504) 280-5707.

LATAN has regional staff who can provide information, training and hands-on demonstrations of specific devices to help determine the needs of the consumer.

Louisiana Assistive Technology Access Network (LATAN)

3042 Old Forge Road, Suite D;  
P.O. Box 14115  
Baton Rouge, LA 70898-4115  
1-800-270-6185 (V/TT)  
(225) 925-9500  
(225) 925-9560 (Fax)  
[www.latan.org](http://www.latan.org)

Shreveport Office  
8028 Shreve Park Dr.  
Shreveport, LA 71129  
(318) 841-1548

ABLEDATA. Government funded database of disability-related information/ products.  
<http://www.abledata.com>

Georgia Tech Center for Assistive Technology and Environmental Access  
<http://www.catea.gatech.edu/about.php>

Job Accommodation Network (JAN)  
<https://askjan.org/>

JAN's Searchable Online Accommodations Resource (SOAR)  
<http://askjan.org/soar/>

The Employer Assistance and Resource Network (EARN)  
<http://askearn.org/>  
[http://askearn.org/refdesk/Supervision\\_Management/Accommodations](http://askearn.org/refdesk/Supervision_Management/Accommodations)

<https://www.dol.gov/odep/pubs/misc/invest.htm>

<http://www.peatworks.org/home>

## VI. PURCHASING GUIDELINES FOR JOB ACCOMMODATIONS

- A. If the job accommodation is a service that requires exploration of the consumer's ability to participate in the cost of services, the Counselor must use forms RS-14 to make this determination. (Refer to Chapter 4, Part 411).
- B. With the exception of job accommodations that meet the definition of and are used as Rehabilitation Technology, the Counselor must apply all Agency policy/procedure relative to use of comparable services and similar benefits. (Refer to Chapter 4, Part 410).
- C. The Counselor will review the evaluation/assessment recommendations and determine the need for the suggested accommodations.
- D. The Counselor must allow the consumer informed choice.
  1. The Counselor must meet with the consumer to outline the specifications the vendor must comply with to meet the needs and choices of the consumer.
  2. A state contract search is not required for consumer purchases. However, if a Counselor chooses to purchase the device or service from a state contract the Counselor is not required to obtain price quotes.

Division of Administration State Contracts website:

[https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/eCat/dsp\\_eCatSearchLagov.cfm](https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/eCat/dsp_eCatSearchLagov.cfm)

3. If the Counselor chooses not to use the State Contract to purchase the item(s) and the item/ or total of all the items exceed \$5,000.00, the Counselor or the Counselor's Associate must:
  - a. Obtain quotes from at least three local vendors. (If fewer than three vendors are available, obtain quotes from only available vendors.)
  - b. If the consumer expresses a choice of vendors, the Counselor should obtain the quotes from those vendors.
  - c. If the Consumer chooses to use the Vendor submitting the lowest quote, then the Consumer need not participate in the cost of services for the purchase of job accommodations.

- d. If the Consumer chooses to use a Vendor other than the one submitting the lowest quote, then the Consumer must pay the difference in cost between the lowest quote and the quote submitted by the chosen vendor.
- e. Telephone quotes are not acceptable.
- f. Give the vendor a time limit for submitting a price quote.
- g. The Counselor or Counselor's Associate should include at least the following information as part of the request for a price quote:
  - (1) Any features, drawings, and performance specifications.
  - (2) Indicate the award as "all or none" or "as a package" if multiple items are involved.
  - (3) Request for warranty information.
  - (4) Date by which item(s) must be delivered.
  - (5) A request to include delivery and set-up costs (if applicable) in the price quote.
  - (6) Any particular specifications: For example: The vendor will be responsible for the cost of pick up and delivery, cost of adjustments, cost of repairs, etc., that could be required after delivery.
  - (7) The closing date for receipt of the quote.

E. \*A Prior Approval request is submitted to State Office via the Exception Request form and, once all required approvals are received, State Office will notify the Regional Manager and Counselor to proceed with completing the IPE/Plan.\*\* The completed IPE/Plan must be submitted to the District Supervisor for approval unless Counselor is on Independent Status. Upon approval of the IPE the RCA/Counselor will enter the Authorization(s). \*See VI. F. below for further instruction on Prior Approval and Chapter 4, Part 411.1 for further instructions on Secondary Approval requirements.

- 1. If the total of all items/services on any IPE/ Plan is equal to or greater than \$25,000, it shall be considered "high cost." In these instances, all Counselors must have the IPE/Plan approved by both the District Supervisor, and Regional Manager.\*\*

2. If the cost of the service exceeds the fee schedule as listed in the Purchasing Guidelines for Rehabilitation Technology (Chapter 4, Part 412.04), the Counselor must provide a written rationale for the excess costs, obtain approval of both the District Supervisor and the Regional Manager, and then submit to the Director for approval as an exception.

F. Prior Approval

**\*Prior Approval must be obtained prior to purchasing certain goods and services.\*\*** This includes rearrangement and reconversion cost of any amount such as the construction or modification of client homes or offices required as an accommodation to their disability. Evaluation/Assessment and services needed to determine the accommodation needs of the consumer DO NOT require Prior Approval.

1. Equipment includes tangible personal property such as information technology and integrated systems, information technology systems such as computing devices, software, firmware and support services. This includes license purchases and renewals of software such as JAWS and Zoomtext.
2. Capital expenditures include items such as office equipment and furnishings, modular and telephone networks, information technology equipment and systems expected to have a useful life of at least one year. Also improvements to land, buildings, or equipment which materially increase the value or useful life of something.

**\*All work site modifications of any cost having the potential for facility alterations need to be reviewed by State Office. A Prior Approval request must be made to State Office via the Exception Request form to the Bureau Administrator of the CRP and Employment Services Bureau prior to an IPE being completed and job accommodations being authorized/purchased. Upon review and receipt of appropriate approvals the Regional Manager will be notified of approval/disapproval of the prior approval request and can proceed accordingly.\*\***

## **VII. METHOD OF PAYMENT**

Prior to the Counselor/Counselor Associate authorizing payment to the vendor/provider after actual deliver of item(s)/services the following must be met:

- A. The provider must provide an invoice in order to receive payment. If the provider/vendor does not have an invoice, the provider may use LRS' form RS-22 Standard Invoice.
- B. The Consumer must verify that services were secured as outlined on the invoice. The Consumer can either write anywhere on the invoice that the goods and/or services have been received or submit in writing (e-mail acceptable), a note to the Counselor indicating that the goods/services have been received. By doing so the Consumer is requesting LRS to make payments to the provider.
- C. Counselors are authorized to withhold payment for services until A-B above are received. If there are disagreements or evidence of significant departures from the original agreements then an administrative review of the case will be conducted to determine the appropriate, legal resolution.