

FACT SHEET  
**Reasonable Accommodation**

**What is meant by “reasonable accommodation”**

*A modification or adjustment to a job, the work environment, or the way job tasks are usually accomplished, to enable a person with a disability to perform the essential functions of a job or position. (applies to employees, applicants for positions and individuals receiving or seeking DHS services.)*

**What does providing a reasonable accommodation at DHS involve?**

- Making facilities accessible
- Job restructuring, modifying work/service schedules, assignments
- Acquiring or modifying equipment or devices
- Adjusting examinations, training materials, or policies
- Providing qualified readers or interpreters

**What are some examples of reasonable accommodations?**

Readers, laptops, notebooks, interpreter/translator, assistive devices, audio/video materials, chairs, lifts and others as justified.

Please see Reasonable Accommodation under Civil Rights Awareness

<http://hawaii.gov/dhs/main/civil-rights-corner/APC%20Reasonable%20Accommodation%2022412.ppt>

**How do I request a reasonable accommodation under the ADA, as amended?**

1. Employee or Applicant for employment
  - a. Completes, signs and dates DHS Form RA-1 (DATED 03/08)
  - b. Describes what is needed and why
  - c. Describes limitations which make the request necessary
  - d. Describes how request relates to current position
2. Immediate supervisor **recommends** approval or disapproval, estimates cost, signs and dates RA-1. Explains reason denied, if not recommended for approval (i.e. undue hardship and/or business necessity).
3. Division Administrator or Staff Officer **reviews** signs, dates and reserves funds if approval is recommended. If approval is not recommended, reason denied must be given (i.e. undue hardship and/or business necessity).
4. Departmental Personnel Officer **approves or disapproves**, signs and dates.
5. Individual requesting reasonable accommodation has 10 (ten) business days from date signed by Personnel Officer to provide additional information if request is disapproved.
6. When request is approved, completed, signed RA-1 is returned to immediate supervisor/case worker for purchase from divisional/program/office funds.
7. Immediate supervisor notifies Civil Rights Compliance Office via e-mail [gwatts@dhs.hawaii.gov](mailto:gwatts@dhs.hawaii.gov) when accommodation is completed/purchased.

Also available at <http://www.hawaii.gov/dhs> in the Civil Rights Corner are:  
DHS Form RA-1 (dated 03/08) and Instructions on How to Request a Reasonable Accommodation  
Summary of key changes in ADA effective January 1, 2009  
Slides expanding on the ADA Amendments Act of 2008  
Slides on Reasonable Accommodation “Implementing the ADA”