

**APPLICANT/PARTICIPANT
RECRUITMENT**

ARKANSAS WORKFORCE INVESTMENT BOARD

AMERICANS WITH DISABILITIES ACT APPLICANT/PARTICIPANT POLICY STATEMENT

1. PURPOSE

It shall be the policy of the local workforce investment board (LWIB) grant recipients and state grant subrecipients to comply with the reasonable accommodation requirements of the Americans with Disabilities Act (ADA) for the recruitment, certification, and assessment of participants with disabilities.

2. SCOPE

This policy shall apply to employees of LWIB grant recipients, state grant subrecipients, organizations, or persons seeking employment or training, subcontracts, and grants or services funded with WIA funds.

3. RESPONSIBILITIES

It shall be the responsibility of the LWIB grant recipients and state grant subrecipients to develop and enforce a policy for complying with reasonable accommodation requirements for the ADA. This policy shall include at a minimum:

- A. Administrative Practices – The employees of WIA grant recipients and state grant subrecipients will be required to attend staff training on the requirements of the ADA and the local workforce investment area's policy regarding reasonable accommodation to participants with disabilities.
- B. All WIA grant recipients, state grant subrecipients, subcontractors, agencies, organizations and persons seeking employment/training with WIA funds will be required to adhere to the Arkansas Workforce Investment Board policy for participants.
 1. The WIA grant recipients' and state grant subrecipients' contract assurances and certification will include a statement regarding adherence to the requirements of the ADA.
 2. WIA grant recipients' and state grant subrecipients' subcontractors will be required to comply with the ADA requirements of accessibility for people with disabilities.
 3. WIA grant recipients and state grant subrecipients will be responsible for ensuring that EEOC posters are prominently displayed in an accessible format (i.e., large print, braille, or audio cassette) in accordance with Section 12115 (Posting Notice).

4. For reporting purposes only, as required by the affirmative action requirements of Section 503, an applicant may be asked to self-identify on an application form if he or she has a disability, (i.e., Do you have a disability? Yes__ No__).

C. Recruitment, Certification and Assessment of Participants With Disabilities

1. All information and material used for recruitment of participants will include a statement assuring non-discrimination against people with disabilities.
2. Auxiliary aids will be used for testing and certification, as needed. (For more specifics, please refer to the Auxiliary Aids Policy Statement).
3. Visually Impaired Person(s)

A reader will be assigned in the event the individual is not accompanied by a counselor from rehabilitation.

The LWIB will identify the name of a person or persons that will be responsible for reading for the visually impaired on a case-by-case basis.

4. Hearing Impaired Persons(s)

The LWIB will use only certified interpreters for the hearing impaired applicants on a case-by-case basis (as needed). Presently, Arkansas has only one referral service for interpreters:

Arkansas Spanish Interpreters & Translators, Inc.
100 N. Rodney Parham Road, Suite 1C
Little Rock, Arkansas 72205
Telephone (501) 312-1300 Fax (501) 312-0077
www.arspanish.com

All communication that contains a (voice) telephone number will also reflect a TDD number (1-800-285-1131).

5. Employment Practices

Hiring qualified individuals with disabilities: Refer to **Qualified Individuals With Disabilities Policy Statement**.

4. AGENCY CONTACT

EO Officer
Local Workforce Investment Board