

Disability Accommodation



Disability accommodations are available to applicants or students with a disability at any time while applying to or enrolled in the program.

DISABILITY ACCOMMODATION REQUEST

You can request disability accommodation at any time during the application process or while you are enrolled in Job Corps.

Disability Coordinator: Each center has a Disability Coordinator to assist you with requesting disability accommodations and work with you to implement available support that meets your specific needs.

DISCLOSURE OF DISABILITY

Disclosing a disability is voluntary. If you choose to do so, Job Corps will provide the support you need to successfully participate in the program. Contact your center Disability Coordinator if you have questions or to discuss the type of help you may need.

Disability accommodations do not alter or lower the standards or expectations of the Job Corps program. Disability accommodations afford an individual with a disability “access” to the program. “Access” to the program for you may mean that you need extra time on standardized tests or in completing assignments.

Other common accommodations may include:

- Test questions read out loud
- Enlarged print
- Voice dictation software for writing
- Use of computer for writing, spell check, etc.
- Phone apps such as task lists, appointment reminders
- Calendar or graphic organizers
- Breaks between assignments
- Additional time to get to and from class
- Seating placement to reduce distractions

Disability Accommodation Process

To determine whether you qualify for certain disability accommodations, a Disability Coordinator will work with you to complete the process below:

- Fill out the Reasonable Accommodation, Reasonable Modification to Policies, Practices or Procedures, and Auxiliary Aids and Services Request and Disability Coordinator Contact Forms
- Secure documentation of disability if not already provided or unless your disability is obvious (examples of documentation are IEPs, Vocational Rehabilitation documents, medical documentation)
- Meet with Disability Coordinator(s) to review documentation and discuss possible disability accommodations
- Create accommodation plan

For more information about the disability accommodation process, please reach out to your Admissions Counselor and/or center Disability Coordinator.

Disability Coordinator(s)

Name: _____ Position: _____

Location: _____

Name: _____ Position: _____

Location: _____

EEO Officer

Name: _____ Position: _____

Location: _____

Admissions Counselor

Street Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

TDD: _____ Website: _____



**CAREERS
BEGIN HERE**

jobcorps.gov | 800-733-JOBS (5627)



Job Corps is a U.S. Department of Labor Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY telephone number is (877) 889-5627.