

## **Responsibilities for Accommodating Individuals with Disabilities in Extension Programs**

### **Notice in program announcements**

Please be sure that your announcements about programs include not only the standard equal opportunity language (*UO/E is an equal opportunity institution*) but also an invitation for individuals with disabilities who need accommodation to notify you prior to the program. I suggest that you specify a date by which individuals should notify you so that you have adequate time to make the appropriate arrangements.

### **Accommodations**

One of the most likely requests would be for a sign language interpreter. Since interpreters are in short supply, it would probably be a good idea to check around your community to see if there are interpreters available and, if not, what others in the community know about availability in the surrounding area.

Providing sign language interpretation and other accommodations are required by law and are NOT optional. However, there are often alternatives to how the accommodation is provided. Handling requests for accommodation is often a public relations matter; that is, the **WAY** the requests are handled may be more important than how the accommodation is made. If you have questions when responding to these requests, please feel free to contact me.

### **Alternative Formats**

You may get requests to provide information in alternative formats; for example, a written piece in audiotape for a person with a visual impairment. The AA/EEO Officer can assist to help you with such requests. **CALL JULIE MIDDLETON AT 573-882-3407 TO MAKE ARRANGEMENTS *IN ADVANCE***, and *before* you make a commitment to provide information in a particular format or by a particular date. Certainly, we have a responsibility to provide the information within a reasonable period of time, but what's reasonable may vary with the request.

Please feel free to contact me if you have questions or need assistance with a request.

Julie Middleton, Ph.D.  
Interim Equal Opportunity Director