

# **REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES NOTICE**

The Central U.S. Earthquake Consortium (CUSEC) is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from CUSEC's programs, activities, and services.

Individuals may request reasonable accommodations from CUSEC that they believe will enable them to have such equal opportunity to participate in our programs, activities, and services. To request reasonable accommodations, contact CUSEC's Designated Coordinator, James M. Wilkinson, Jr., Executive Director by emailing [cusec@cusec.org](mailto:cusec@cusec.org) or calling (901)544-3570.

## **FREQUENTLY ASKED QUESTIONS (FAQ)**

1) What is a reasonable accommodation in CUSEC's programs?

A reasonable accommodation is a change or modification to afford a qualified individual with a disability full enjoyment of CUSEC's programs or activities, unless modifications of policies, practices, and procedures would fundamentally alter the nature of the program, service, or activity, or result in undue financial and administrative burdens to CUSEC.

2) Does my request for a reasonable accommodation need to be in writing?

No, you do not need to put your request in writing, however, making a written request can be helpful documentation for ensuring that CUSEC provides the desired accommodation. In addition, you do not need to use the specific words "reasonable accommodations" when making your request.

3) When should I request a reasonable accommodation?

You may request a reasonable accommodation from CUSEC at any time. However, making the request in well in advance of a meeting, conference call, or visit will help ensure that CUSEC is able to fulfill the request for an accommodation. For certain requests, such as requests for sign language interpretation, CUSEC requests at least four-six weeks advance notice, if possible.

4) May someone request a reasonable accommodation on my behalf?

Yes, anyone can request a reasonable accommodation on behalf of an individual with a disability who seeks to interact with CUSEC staff or participate in its programs or activities.

5) What will CUSEC do upon receiving my request for a reasonable accommodation?

CUSEC may contact you to obtain more information about your request and to better understand your needs. In addition, CUSEC may review your request to determine:

- Whether the requested accommodation will be effective in allowing you to participate in the activity or program in which you are seeking participation;
- Whether the requested accommodation is reasonable, or an equally effective alternative to the requested accommodation is available; and
- Whether providing you with the requested accommodation would fundamentally alter the nature of CUSEC's program or impose undue financial or administrative burdens on CUSEC.

In addition, in some cases, CUSEC may consult with you in an interactive process to determine on a case-by-case basis what accommodations can be made.

If CUSEC determines that your requested accommodation would fundamentally alter the nature of the program or impose an undue financial or administrative burden, CUSEC may deny your request. However, in the unlikely event that this occurs, CUSEC will work with you to identify an alternative accommodation that allows you to effectively participate in CUSEC's program, activity, or service.

6) May CUSEC request medical documentation from you after receiving your request for a reasonable accommodation?

No, CUSEC may not request medical documentation after receiving your request for a reasonable accommodation. CUSEC's questions will be limited to understanding the barrier to your ability to participate in the program or activity in which you are interested and the nature of an accommodation that will remove this barrier.

7) May CUSEC charge you the cost of providing the reasonable accommodation?

No, you are not responsible for the cost of an auxiliary aid or service CUSEC provides to you.

8) What are some examples of reasonable accommodations?

There are many types of reasonable accommodations. Some examples of how CUSEC might provide reasonable accommodations include:

- Arranging for qualified sign language interpreters
- Providing on-site captioning
- Producing alternate formats of print materials in braille, large print, or in an electronic format
- Providing remote conference captioning services
- Furnishing a temporary ramp to access the dais or other areas with one or more stairs to ensure accessibility for individuals who have physical disabilities and may be using a wheelchair or walker.

9) How do I file a grievance with CUSEC regarding ADA?

Procedures for filing a grievance are provided on CUSEC's website at: <http://cusec.org/non-discrimination-policy/>