

The Washoe County Guide to the Americans with Disabilities Act (ADA)



WASHOE COUNTY DEPARTMENT OF HUMAN RESOURCES

Dedicated to Excellence in Public Service

The Purpose of this Guide

This guide is designed to provide an overview of the Americans with Disabilities Act (ADA) and to answer frequently asked questions, to explain the processes in place at Washoe County for handling requests for program accessibility, facility accessibility, and employment accessibility issues, and to share available resources for ADA issues. This guide also demonstrates the County's commitment to equal employment opportunity and accessibility for individuals with disabilities.

ADA Basics

What is the ADA?

The ADA is federal legislation that gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications.

Americans with Disabilities Act, 1990, Section B.

What is the purpose of the ADA?

Through the 14th amendment the Federal Government enacted the Americans with Disabilities Act (1990) in order to address the major areas of discrimination that people with disabilities face day-to-day with enforceable standards, and provide a national mandate for the elimination of discrimination of people with disabilities.

Who is covered under the ADA?

- State and local government agencies, and other public entities.
- Private businesses with 15 or more employees.
- Any business owner that operates for the benefit of the public.
- Transportation providers.
- Schools.
- Anyone building, designing, or remodeling construction projects.

The ADA prohibits discrimination against any qualified individual with a disability. Specifically, the ADA protects three categories of individuals:

- (1) Individuals who have a physical or mental impairment that substantially limits one or more than one major life activity
[Major life activities include: Self-care, manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, etc.], or
- (2) Individuals who have a record of physical or mental impairment by a certified medical expert; or
- (3) Individuals who are regarded as having impairment, whether they have an impairment or not.

EQUAL ACCESS

Employment (Title I of the ADA) - Requires that covered employers shall not discriminate on the basis of disability, with regard to job application procedures, the hiring or discharge of employees, employee compensation, advancement, job training, and other terms, conditions of employment. Covered employers must also provide a reasonable accommodation to a qualified applicant or employee with a disability unless the employer can show that the accommodation would be an undue hardship, or poses a direct threat in the workplace. Special Testing for applicants can be accommodated in a number of ways, such as auxiliary aids, verbal testing, or sign language interpreters.

A reasonable accommodation is any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the employment process. These may include the following: providing or modifying equipment or devices, job restructuring and modified work schedules, reassignment to a vacant position, modifying examinations, training materials, or policies, providing readers or interpreters, and making the workplace readily accessible and usable for someone with a disability.

Public Services (Title II of ADA)- Also known as *Program Accessibility*, Title II of the ADA was made effective January 26, 1992, and focuses on making programs (not buildings), accessible. If a public entity offer activities or services in an existing facility, it must ensure program accessibility as well. A public entity's services, programs, and activities, when viewed in their entirety, must be readily accessible and useable by the disabled. Title II covers operation of all services and programs offered by government services carried out by contractors, activities of state and local governments, and public transportation.

There are ways that a public entity can ensure program accessibility without having to make structural changes, such as through auxiliary aids. Examples of auxiliary aids include telecommunications devices for the deaf (TDD), sign language interpreters, listening devices for hearing impaired, and activity modifications. There are limitations on the auxiliary aids requirements, if the provision would result in an undue hardship or in a fundamental alteration in the nature of the services provided. However, the public accommodation is not relieved from the duty to furnish an alternative auxiliary aid, if available, that would not result in fundamental alterations or undue hardship. Both of these limitations are derived from existing regulations and case law under section 504 of the Rehabilitation Act and are to be determined on a case-by-case basis.

Public Accommodations (Title III of the ADA)- Also known as *Facility Accessibility*, requires that all facilities newly constructed, or altered must be readily accessible and usable by individuals with disabilities. A State or local government will be in compliance if it follows either of two guidelines: the Uniform Federal Accessibility Standards, or the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities. Additionally, public accommodation places include a wide range of non-governmental entities, such as restaurants, hotels, theaters; doctor and lawyer's offices, pharmacies, retail store, parks, libraries, schools, and day care centers.

Examples of how to make these buildings accessible include ramping of steps, installation of grab bars where only the routine reinforcement of the wall is required, lowering of telephones, light switches, and similar modest adjustments. However, ADA does not require modifications that would fundamentally alter the nature of the services provide by the public accommodation, or if installation is not readily achievable.

GLOSSARY

Direct Threat - The individual's condition will pose or does pose a significant risk of substantial harm to the health or safety of the individual or others, and there are no reasonable means of removing the threat.

Fundamental Alteration - Requires significant change to the original intent of the program or services.

Readily Achievable - Easily accomplishable and able to be carried out without much difficulty or expense to the program.

Undue Hardship - Requires significant difficulty or expense, or change in the operation of its programs.

ADA Booklet from the Equal Employment Opportunity Commission and the Department of Justice, Civil Rights Division

ADA COMPLIANCE STEPS

What has Washoe County done to ensure compliance?

Upon the ADA becoming effective, Washoe County took several steps to guarantee compliance, and regularly reviews, maintains, and updates facilities, programs, and processes to ensure continued compliance. Washoe County has an *ADA Oversight and Compliance Committee*, to address related issues affecting the organization. Each department has designated an employee responsible for coordinating ADA issues within their department, and serving on this ADA Committee, which meets as needed on accessibility issues. This Committee develops and regularly updates a resource list of auxiliary aids to help accommodate disabled individuals in accessing County programs and facilities.

The Public Works Department performs reviews of all new and remodeled facilities for accessibility compliance. Washoe County has adopted a grievance process, a self-evaluation, outline of a transition plan for structural changes and non-structural changes, public notice that the organization does not discriminate on the basis of disability, and an appropriate non-discrimination statement on all recruitment materials or publications for program participants, beneficiaries, applicants and employees.

The following ADA Non-Discrimination and Accommodation Statement is recommended for departments to incorporate into their brochures, public program materials, and other appropriate written documents to advise clients and/or customers of the process. THE FOLLOWING RECOMMENDED DEPARTMENT STATEMENT MAY BE TAILORED TO FIT THE ACTIVITY. SIMPLY INSERT YOUR DEPARTMENT NAME AND ADA REPRESENTATIVE'S PHONE NUMBER:

Washoe County does not discriminate on the basis of age, gender, religion, race, national origin, or disability. Washoe County programs, services, and activities are accessible to the disabled, and auxiliary aids are available for program access. Persons with disabilities who require special accommodations or assistance should notify the (insert department name) Department ADA Rep at (insert phone number), or the Human Resources Department at 328-2081, or the Public Works Department at 328-2100.

Washoe County does not discriminate on the basis of disability, and provides special testing accommodations for job applicants through a request form. On the ADA Reasonable Accommodations to Test form, applicants can describe what type of testing accommodation is needed. Employees can request accommodations verbally or with the ADA Reasonable Accommodations to Perform form. Washoe County Human Resources contracts with an ADA consultant available to provide technical assistance and expertise, and to conduct systematic reviews of all programs, services, and existing facilities.

PROCESSES FOR REQUESTING ACCOMMODATIONS

While the ADA does not provide special treatment, entitlements, money, or benefits to individuals with disabilities, it provides equal access to employment, government programs, services, and activities, and facilities. If you are a member of the public, current employee, or prospective employee who is disabled and would like to request accommodations in employment, program and facility access, Washoe County has an administrative process for achieving resolution. All accommodation requests are analyzed on a case-by-case. The flowcharts provide a visual of the reasonable accommodation processes.

FLOWCHARTS (pages 7-10)

- Employment Accessibility Flowchart
- Special Testing Flowchart
- Program Accessibility Flowchart
- Grievance Procedure Flowchart

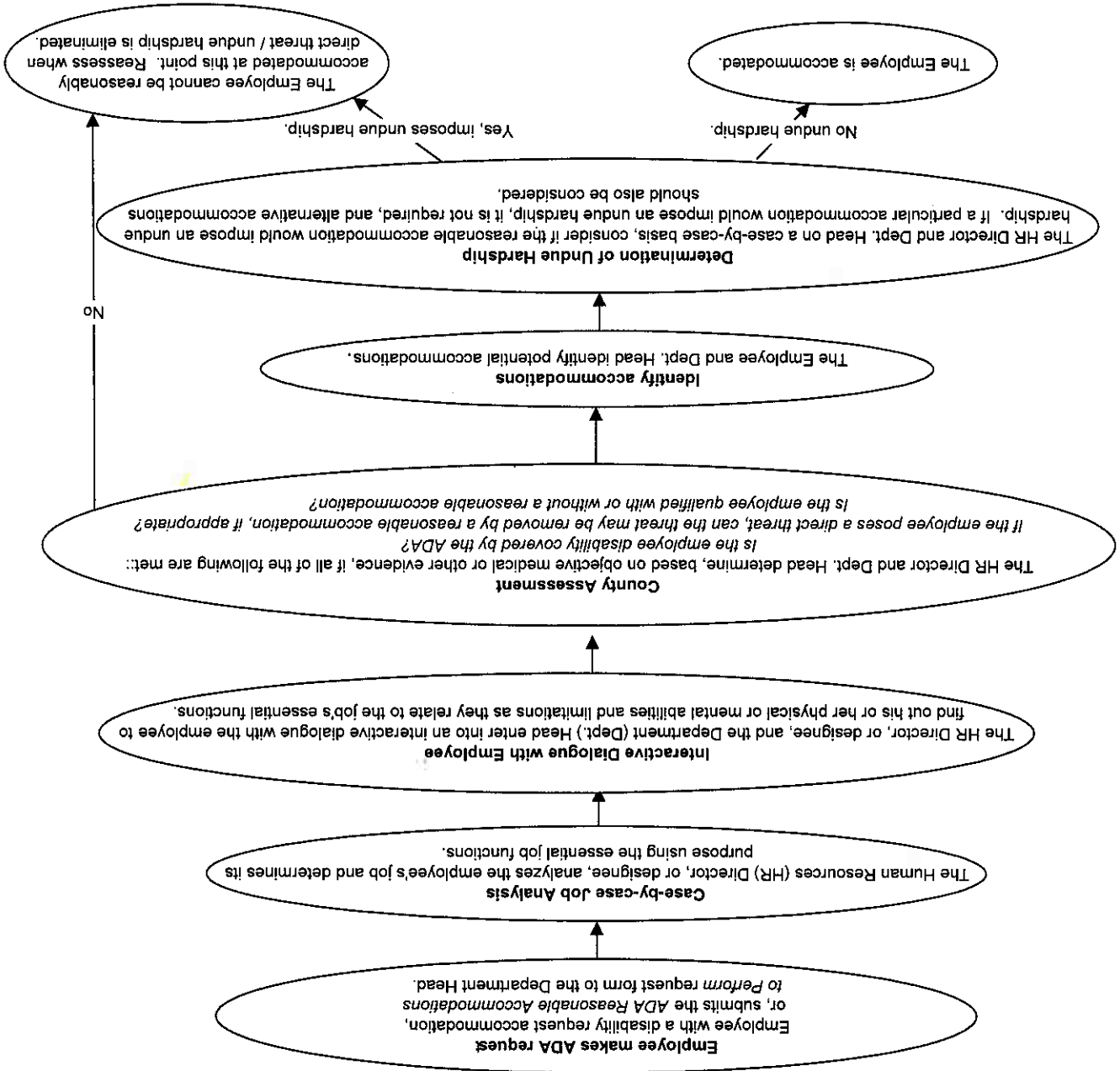
FORMS (pages 11-13)

- ADA Reasonable Accommodations to Test (2 pages)
- ADA Reasonable Accommodations to Perform

AIDS & RESOURCES (pages 14-19)

- ADA Department Reps, ADA Committee, and Inventory of Auxiliary Aids by Department
- ADA Department Reps, ADA Committee, and Inventory of Auxiliary Aids by Accessibility Need
- ADA Resource List (4 pages)

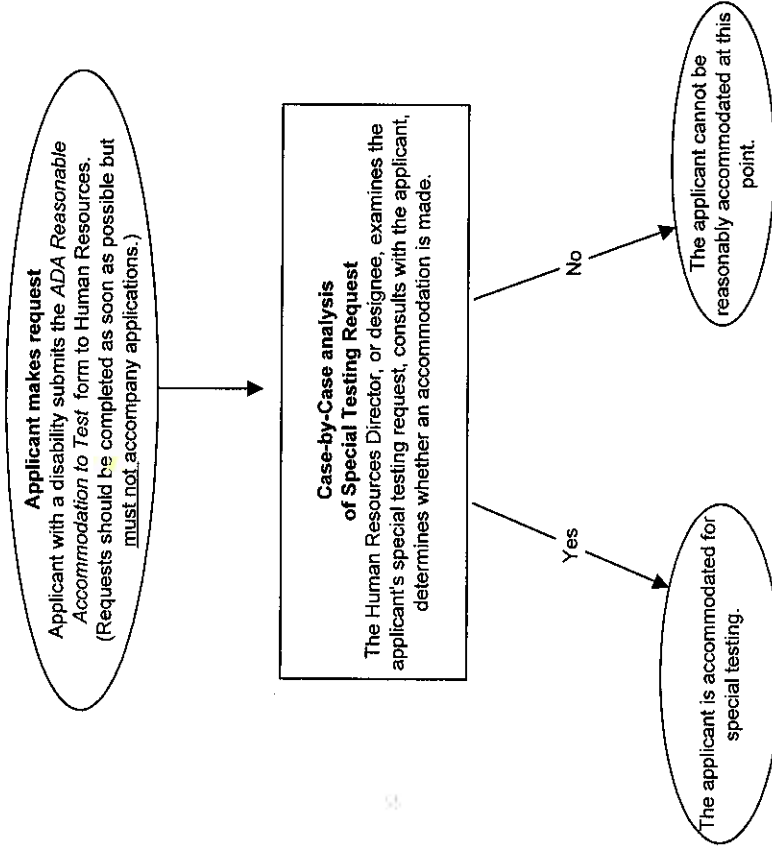
Employment Accessibility Flowchart



Term definitions

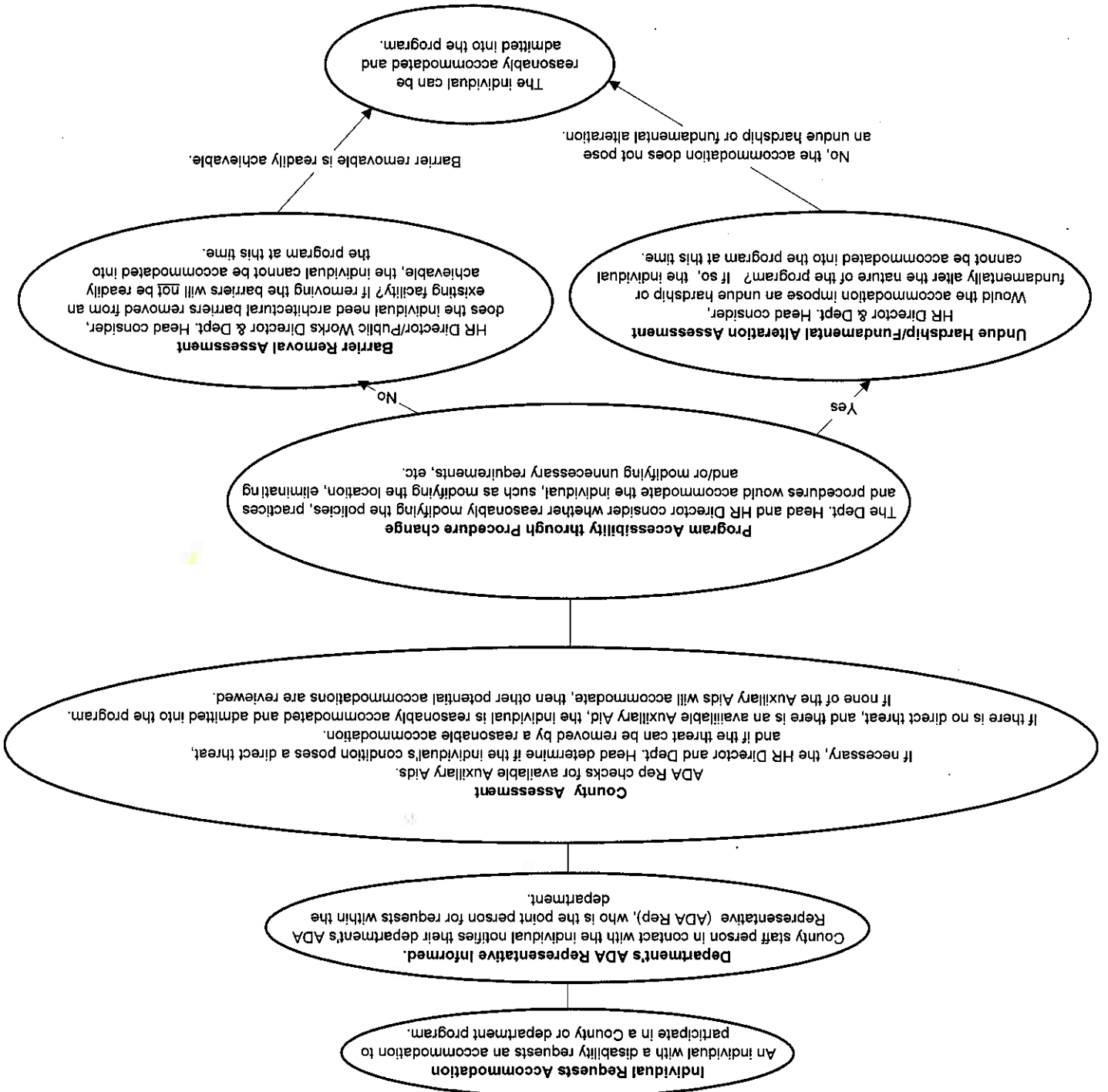
Undue Hardship- Require significant difficulty or expense, or change in the operation of its programs.
Readily Achievable - Easily accomplishable and able to be carried out without much difficulty or expense to the program.
Direct Threat - The individual's condition will pose or does pose a significant risk of substantial harm to the health or safety of the individual or others, and there are no reasonable means of removing the threat.

SPECIAL TESTING FLOWCHART



Once the applicant passes the testing process, and is asked to interview he or she may request further accommodation from the Department prior to the interview.

Program Accessibility Flowchart



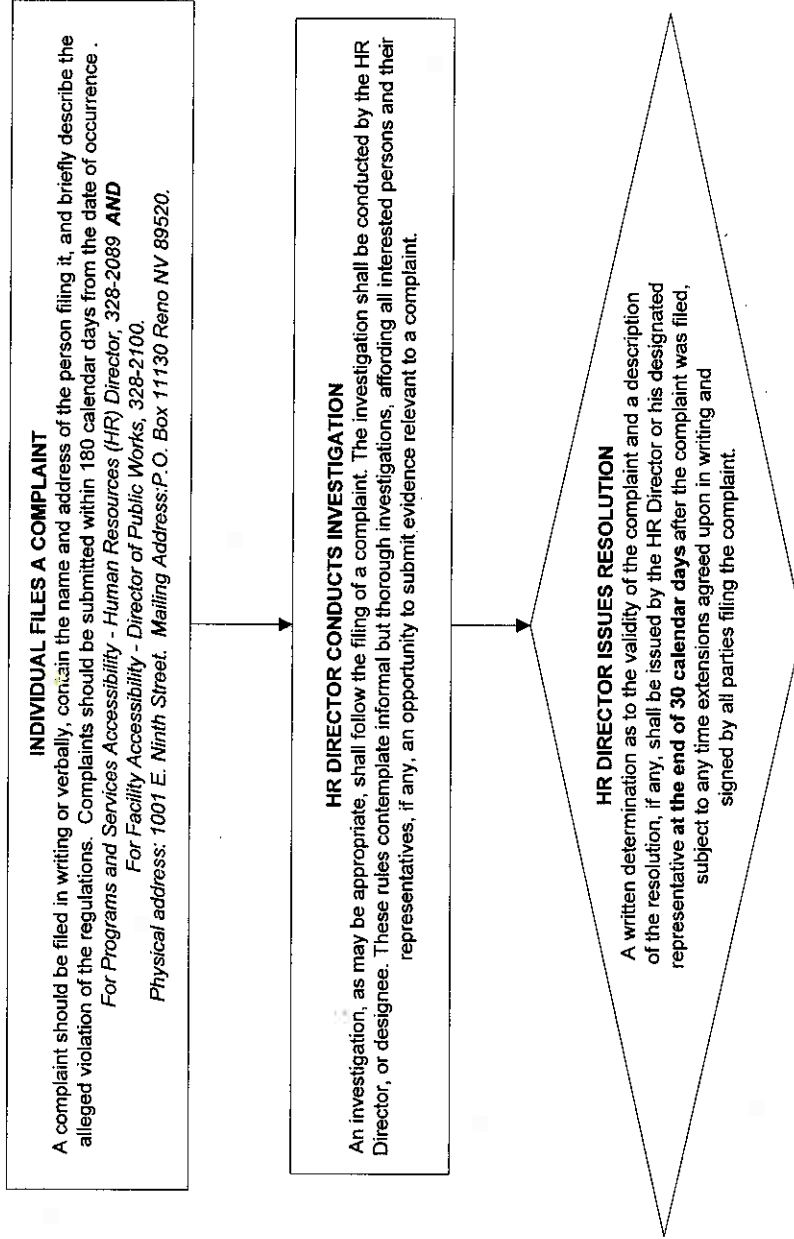
Term definitions

- Direct Threat** - The individual's condition will pose or does pose a significant risk of substantial harm to the health or safety of the individual or others, and there are no reasonable means of removing the threat.
- Fundamental Alteration** - Requires significant change to the original intent of the program or services.
- Readily Achievable** - Easily accomplishable and able to be carried out without much difficulty or expense to the program.
- Undue Hardship** - Require significant difficulty or expense, or change in the operation of its programs.

ADA Booklet from the Equal Employment Opportunity Commission and the Department of Justice, Civil Rights Division.

Grievance Procedure Flowchart for Program Accessibility

Washoe County has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in services, programs or activities sponsored by a public entity. Complaints regarding public accessibility to programs, excluding employment, should adhere to the following process:



The HR Director shall maintain the files and records relating to complaints regarding program accessibility.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that Washoe County complies with the ADA and implementing regulations for program accessibility.

Applicants to or employees of Washoe County have the right to file a complaint in writing against any action, procedure or practice which they believe to be discriminatory in recruitment, examination, appointment, training, promotion, retention or any other personnel action because of political opinion or affiliation or because of race, color, national origin, religion, age, sex or disability by using the *Washoe County discrimination complaint procedure, which is a separate process.*

Name _____ Title _____ Phone Number _____

Please list anyone who may be of assistance in providing special services

Signature _____ Date _____

Accommodation Requested: _____

Description of Disability: _____

JOB TITLE _____ DATE _____

CITY, STATE, ZIP CODE _____ BUSINESS/MESSAGE PHONE _____

ADDRESS _____ HOME PHONE NUMBER _____

NAME _____ SOCIAL SECURITY NUMBER _____

WASHOE COUNTY HUMAN RESOURCES
P. O. BOX 11130, RENO, NEVADA 89520

Completion of this form is voluntary. This form is to be completed by applicants who feel that they may need special testing arrangements due to physical or mental disabilities. This form should be submitted for EACH job title for which you have concerns regarding test participation. Do NOT attach this form to your application. Submit it to the Employment receptionist or mail to:

ADA Reasonable Accommodations to Test

Date

Supervisor's Name

Supervisor's Job Title

I have discussed the request with the employee and no reasonable accommodation can be made which will not pose an undue hardship to Washoe County for the following reason(s):

I have discussed the request with the employee and we have agreed that the following reasonable accommodation will be made:

Approximate cost

\$

If you have discovered that there are other reasonable accommodations that can be made that are preferable to the one suggested by the employee, describe below.

I have investigated the employee's request for a reasonable accommodation and estimate the approximate cost to be:

\$

(Contact Human Resources if you have questions or need assistance)

THIS SECTION TO BE COMPLETED BY DEPARTMENT

Describe what accommodation you are requesting that will enable you to perform the essential functions of your job. If you are aware of a particular piece of equipment, device or a change in your work environment that will allow you to perform the essential functions of your job, please describe as specifically as possible below.

Describe below how your disability limits you in performing certain essential functions of your job.

Signature

I hereby request a reasonable accommodation that will enable me to perform the duties of the job title listed above.

Department or Division

Date of Request

Name (Please print)

Job Title

Contact your supervisor or Human Resources if you have questions or need assistance.

ADA Reasonable Accommodations to Perform

(To be completed by the employee who is requesting an accommodation.

ADA Dept. Representatives, ADA Committee and
Inventory of Auxiliary Aids by Department

Location/Department	ADA Dept. Representatives	Accessibility Need	Technology / Skill / Equipment Solution
ALTERNATIVE SENTENCING ASSESSOR	BROOKE HOWARD, 325-6878 TEDDY SIMON - 328-2202	Hearing Impaired	Shared resources 2 Telecommunications devices for deaf persons (TDDs)
BUILDING & SAFETY	JOANNE YORI, 328-2029	Mobility impaired	Provides clipboards to customers when appropriate. The height of the Permits counter also wheelchair accessibility, table and chairs for handicapped, 19" computer screens, clipboards, remodeled the Marriage and Business counters, work stations and access to these areas.
CLERK	NANCY PARENT, 328-3261	Mobility impaired	Shared resources
CO OP EXTENSION	PENNY JENKINS, 784-4848		Shared resources
COMMUNITY DEVELOPMENT	GWEN HUNTER, 328-3610	Mobility Impaired	Elevator for access for employees
CORONER	ANNE CHANDLER, 785-6114		Shared resources
DISTRICT ATTORNEY	LIDIA OSMETTI, 328-3218		Shared resources
DISTRICT COURT	MARY RYTING, 328-3194	Hearing Impaired	Listening device (1)
FINANCE DEPARTMENT	VALERIE WADE - 328-2070		Shared resources
	ROBIN GRECO, 785 5604		
HEALTH DISTRICT	STACEY AKUOSAWA, 328-2414		Shared resources
HUMAN RESOURCES	PATRICIA KNIGHT 328-2087		Shared resources
INCLINE CONSTABLE	HANS KELLER, 832-4103		Shared resources
INFORMATION TECHNOLOGY	ANNETTE VAN DER WALL, 328-2352		Shared resources
JUVENILE SERVICES	CHERIE GRAHAM, 325-7818	Hearing Impaired	TTY and Sign Language Interpreters. Access to Teletypewriters (TTY) - no equipment on site Juvenile Services site
LAW LIBRARY	NIKKI BRITT, 328-3250		Shared resources
LIBRARY	KATHY ATKINSON - 327-8342		Shared resources
COUNTY MANAGER	RIJA LENCIONI, 328-2003	Hearing Impaired	Listening devices for Chambers (12). May change due to Chamber remodel.
PARKS AND OPEN SPACE	DOUG MULLENS, 828-6642	Mobility impaired	Wheelchair & motorized golf cart (May Museum)
PUBLIC ADMINISTRATOR	KAREN MARTIN, - 861-4004		Shared resources
PUBLIC DEFENDER	VALERIE EVANS, 337-4830		Shared resources
PUBLIC GUARDIAN	STEPHANIE ELLIOTT, 343-4205	Mobility Impaired	wheelchair elevator
PUBLIC WORKS	PATRICK WINANS - 328-2042 CAROLYN THOMAS - 328-2100		Shared resources
PURCHASING	MIKE SULLENS, 328-2287		Shared resources
RECORDER	SANDRA GUALANO, 328-6045	Mobility Impaired	Clipboards, low counters, and shared resources.
RENO JUSTICE COURT	MARIE ETICHEMENDY, 325-6509		Shared resources
SHERIFF	ADELE LEA, 328-3014	Deaf, Hearing Impaired	Visual alarms, TTY Telephones (7), Closed-captioned television sets, visual alarms. Volume-controlled phones, hearing aid batteries and hearing aid repairs, Walkman Lowered shelves and counters, walkers and wheelchairs, ADA compliant cells, ramps in housing units, elevators for movement, Access to programs for disabled inmates, books on tape, Walkman (1), video visiting
SOCIAL SERVICES	STEPHENIE SAVINI - 328-2331	Mobility impaired Visually Impaired Deaf, Hearing Impaired	1 Telecommunications Device for Deaf persons (TDD)
SPARKS JUSTICE COURT	JANINE BAKER 353-7662	Hearing Impaired	Shared resources
TREASURER	JOAN GABRIELI 328-2550		Radio Shack Amplified Stereo Listener (1), Optimus Nova 72 headphones for use with listener (1)
VOTER REGISTRATION	LUANNE CUTLER 328-3690	Visually impaired Mobility Impaired Visually impaired	Edge voting machine at each polling location with an audio ballot (1), Voting machines can raise and lower the screen to wheelchair access. Touch-screen is to view the print in larger type and sample ballot in a larger than normal font size.
WATER RESOURCES	ROB KELLEY 954-4702		Shared resources
WINnet	KRIS CORMIE - 850-7401		Shared resources

ADA Dept. Representatives, ADA Committee and
Inventory of Auxiliary Aids by Accessibility Need

Accessibility Need	Technology / Skill / Equipment Solution	Location/Department	ADA Dept. Representatives
Hearing Impaired	2 Telecommunications devices for deaf persons (TDDs)	ASSESSOR	TEDDY SIMON - 328-2202
Hearing Impaired	Listening devices for Chambers (12). May change due to Chamber remodel.	COUNTY MANAGER	RITA LENCIONI, 328-2003
Hearing Impaired	Listening Device (1)	DISTRICT COURT	MARY RYTTING, 328-3194
Hearing Impaired	TTY and Sign Language Interpreters. Access to Teletypewriters (TTY) - no equipment on site. Juvenile Services site	JUVENILE SERVICES	CHERIE GRAHAM, 325-7818
Hearing Impaired	access to hearing aid repairs/batteries, visual alarms, video visiting, Closed-captioned television sets	SHERIFF	ADELE LEA 328-3014
Hearing Impaired	1 Telecommunications Device for Deaf persons (TDD)	SOCIAL SERVICES	STEPHANIE SAVINI - 328-2331
Hearing Impaired	Radio Shack Amplified Stereo Listener. (1), Optimus Nova 72 headphones for use with listener (1)	TREASURER	JOAN GABRIELLI 328-2550
Mobility impaired	Provides clipboards to customers when appropriate. The height of the Permits counter also	BUILDING & SAFETY	JOANNE YORI, 328-2029
Mobility impaired	Wheelchair accessibility, table and chairs for handicapped, 19" computer screens, clipboards, Remodeled counters, work stations and access to these areas.	CLERK	NANCY PARENT, 328-3261
Mobility impaired	Elevator for access for employees	CORONER	ANNE CHANDLER 785-6114
Mobility impaired	Wheelchair & motorized golf cart (May Museum)	PARKS AND OPEN SPACE	DOUG MULLENS, 828-6642
Mobility impaired	elevators and ramps, lowered shelves and counters, walkers, and wheelchairs, and all cells are ADA compliant	RENO JUSTICE COURT	MARIE ETICHEMENDY, 325-6509
Mobility Impaired	Invisible voting machine screen (wheelchair access)	SHERIFF	ADELE LEA 328-3014
Mobility Impaired	wheelchair, elevator	VOTER REGISTRATION	LUANNE CUTLER, 328-3690
Mobility Impaired		PUBLIC GUARDIAN	STEPHANIE ELLIOTT, 343-4205
Visually Impaired	Easy Listener with headphones (5)	RENO JUSTICE COURT	MARIE ETICHEMENDY, 325-6509
Visually Impaired	books on tape for inmates, Walkman (1)	SHERIFF	ADELE LEA 328-3014
Visually Impaired	(1) Edge voting machines, audio ballot, Touch-screen/sample ballot in large type.	VOTER REGISTRATION	LUANNE CUTLER, 328-3690
	Shared resources	HEALTH DISTRICT	STACEY AKUROSAWA, 328-2414
	Shared resources	WIN.net	KRIS CORMIE - 850-7401
	Shared resources	ALTERNATIVE SENTENCING	BROOKE HOWARD, 328-6878
	Shared resources	CO-OP EXTENSION	PENNY JENKINS, 784-4848
	Shared resources	COMMUNITY DEVELOPMENT	GWEN HUNTER, 328-3610
	Shared resources	DISTRICT ATTORNEY	LIDIA OSMETTI, 328-3218
	Shared resources	FINANCE/Collections	ROBIN GRECO, 785-5604
	Shared resources	FINANCE DEPARTMENT	VALERIE WADE - 328-2070
	Shared resources	HUMAN RESOURCES	PATRICIA KNIGHT, 328-2087
	Shared resources	INCLINE CONSTABLE'S OFFICE	HANS KELLER, 832-4103
	Shared resources	INFORMATION TECHNOLOGY	ANNETTE VANDERWALL 328-2352
	Shared resources	LAW LIBRARY	NIKKI BRITT, 328-3250
	Shared resources	LIBRARY	KATHY ATKINSON - 327-8342
	Shared resources	PUBLIC ADMINISTRATOR	KAREN MARTIN - 861-4004
	Shared resources	PUBLIC DEFENDER	VALERIE EVANS, 337-4830
	Shared resources	PUBLIC WORKS	CAROLYN THOMAS - 328-2100
	Shared resources	PUBLIC WORKS	PATRICK WINANS - 328-2042
	Shared resources	PURCHASING	MIKE SULLIVAN, 328-2287
	Shared resources	RECORDER	SANDRA GUALANO, 328-6045
	Shared resources	SPARKS JUSTICE COURT	JANINE BAKER 353-7662
	Shared resources	WATER RESOURCES	ROB KELLEY 954-4702

ADA RESOURCE LIST

The following resources are intended to provide information about only a few of the most frequently consulted and best-known sources of information about the ADA, persons with disabilities, and reasonable accommodation; arranged into three categories:

1) *Reasonable Accommodation Resources*, 2) *Finding Qualified Individuals with Disabilities*, 3) *Statewide Resources*.

Most of the entities listed should be able to refer you to other resources that can offer further information on specific disabilities or types of reasonable accommodations. Additionally, many organizations of or for individuals with particular types of disabilities have state and/or local affiliates.

First and foremost, the Washoe County ADA Coordinators are always available to your department for assistance. Both coordinators' mailing addresses are P.O. Box 11130. Their physical addresses are 1001 E. Ninth Street, Reno, NV 90520).

The Washoe County ADA Coordinators:

For Programs and Services Access – Human Resources Director, 328-2089, humanresources@washoecounty.us

For Facilities Access – Public Works Director, 328-2040, publicworks@washoecounty.us

REASONABLE ACCOMMODATION RESOURCES

- **ACCESS FOR ALL**
Program on Employment and Disability
School of Industrial and Labor Relations
106 ILR Extension
Ithaca, NY 14853-3901
Voice 607.255.7727
TTY 607.255.2891
ilr_ped@cornell.edu
- **ADA DISABILITY AND BUSINESS TECHNICAL ASSISTANCE CENTERS (DBTACs) – 10 federally funded regional centers to provide assistance on all aspects of the ADA**
(800) 949-4232
- **BUSINESS LEADERSHIP NETWORK**
Carol Dunlap, Manager
1331 F Street, N.W.
Washington, D.C. 20004-1107
(202) 376-6200, extension 35
(202) 376-6868 (fax)
(202) 376-6205 (TTY)
dunlap-carol@dol.gov
www.usbln.com
- **NATIONAL BUSINESS & DISABILITY COUNCIL – provides full range of services to assist businesses successfully integrate people with disabilities into the workplace:**
201 I.U. Willets Road
Albertson, NY 11507
(516) 873-9607
(516) 465-1501
www.business-disability.com
www.abletowork.org
www.ncds.org
- **THOMPSON PUBLISHING GROUP - provides materials on workplace accommodations under the ADA for employers.**
1725 K Street, NW Suite 700
Washington, DC 20006
1-800-677-3789
- **U.S. DEPARTMENT OF LABOR - OFFICE OF DISABILITY EMPLOYMENT POLICY**
Website provides one-stop access to resources, services, and information available throughout the federal government and resources for employers.
www.disabilitydirect.gov
(800) 959-3652 (for written materials – voice)
(800) 326-2577 (for written materials – TT)
(202) 219-8412 (to ask questions)

FINDING QUALIFIED INDIVIDUALS WITH DISABILITIES

- **EMPLOYER ASSISTANCE REFERRAL NETWORK – (EARN)**, a national toll-free telephone and electronic information referral service, to assist employers in locating and recruiting qualified workers with disabilities. It is a service of the Office of Disability Employment:
1-866-EARN NOW (327-6669)
www.earnworks.com
- **JOB ACCOMMODATION NETWORK (JAN)** – provides lists based on specific disabilities as well as links to various other accommodation providers.
PO Box 6080
Morgantown, WV 26506-6080
(800) 526-7234
(304) 293-7184
www.jan.wvu.edu
- **RESNA TECHNICAL ASSISTANCE PROJECT** – can refer individuals to projects offering technical assistance on technology-related services for individuals with disabilities
(703) 524-6686 (voice)
(703) 524-6649 (TT)
www.resna.org
- **RISKON** – executive recruitment firm committed to helping people with disabilities find jobs:
15 Central Avenue
Tenafly, NJ 07670
(201) 568-7750
(201) 568-5830 (fax)
www.riskon.com

STATEWIDE RESOURCES

- NEVADA DEPARTMENT OF EMPLOYMENT, TRAINING & REHABILITATION (state agency) - website has extensive information for employers
500 East Third Street
Carson City, NV 89713
(775) 684-3849
<http://detr.state.nv.us/>
- NEVADA DISABILITY ADVOCACY LEGAL COUNSEL – a private, nonprofit organization serving as Nevada’s federally mandated protection and advocacy system for individuals with disabilities. (Offices in Sparks and Las Vegas)
1311 N McCarran Blvd Ste 106
Sparks, NV 89431
775-4333-7878
www.ndalc.org
reno@ndalc.org
- NEVADA JOB CONNECT (state agency) connects employers with job seekers
Reno Town Mall
4001 South Virginia, Suite H
Reno, NV 89502
(775) 834-1970
www.nevadajobconnect.com
- NORTHERN NEVADA CENTER FOR INDEPENDENT LIVING - non-Profit disability advocacy group that, among other things, provides education and technical assistance to businesses
999 Pyramid Way
Sparks, NV 89431
(775) 353-3599
- PACIFIC DBTAC (Region 9)
California Public Health Institute
2168 Shattuck Avenue, Suite 301
Berkeley, CA 94704-1307
(510) 848-2980 (V)
(510) 848-1840 (TT)
(510) 848-1981 (fax)
www.pacdbtac.org

The following references were used in creating this Guide:

1. ADA Booklet from the Equal Employment Opportunity Commission and the Department of Justice, Civil Rights Division)
2. ADA Compliance Guide, Employment Discrimination, 2004, 2006, by the Thompson Publishing Group.
3. Americans with Disabilities Act Reasonable Accommodation Countywide Procedures Manual, Miami-Dade County, FL. 2005.
4. Americans with Disabilities Act, 1990, Section B., Code of Federal Regulations (1630.2.)
5. Citizen's Guide to Human Rights in Pinellas County, FL. By the Office of Human Rights.
6. Child Care Law Center, 2002.
7. Equal Employment Opportunity Commission, Website "Federal Laws Prohibiting Job Discrimination Questions And Answers" www.eeoc.gov/facts/qanda.html.
8. Rocky Mountain ADA & IT Center, www.ada-infonet.org.
9. Title VII of the Civil Rights Act of 1964 (Pub. L. 88-352)