

Quick Reference

Reasonable Accommodations for Returning Citizens with Disabilities

A reasonable accommodation is a modification or an adjustment to a job, work environment, or the way things are usually done during the hiring process. These modifications enable an individual with a disability to have an equal opportunity to get a job and successfully perform job tasks to the same extent as those without disabilities ([Office of Disability Employment Policy](#)).

This quick reference guide is one of three resources created to help you and other partners effectively serve returning citizens with disabilities.

How can reasonable accommodations support returning citizens with disabilities?

Under the Americans with Disabilities Act (ADA), both [AJCs](#) and businesses are required to provide reasonable accommodations to people with disabilities. Accommodations are especially important for returning citizens as the disability rate is significantly higher among people who have been incarcerated. Additionally, many returning citizens also report having [chronic co-occurring conditions](#). Providing reasonable accommodations is just one way to address some of the many [barriers](#) to reentry and employment that exist for returning citizens.

Reasonable accommodations help returning citizens with disabilities to:

- ▶ Find and retain employment.
- ▶ Access [reentry services](#).
- ▶ Transition more easily to society.

To learn more about how AJC staff can assist returning citizens with disabilities, access the quick reference guides titled **Leveraging Partners to Serve Returning Citizens with Disabilities** and **Disability Disclosure for Returning Citizens with Disabilities**.

What are some common reasonable accommodations within AJCs?

One of the best ways to prepare to serve returning citizens with disabilities is to get familiar with common accommodations, such as:

- ▶ Providing a job coach
- ▶ Offering text-based resources in large print or Braille
- ▶ Providing additional training or assessment time
- ▶ Providing a rest area/private space
- ▶ Offering accessible technology such as screen readers, ergonomic keyboards, and voice recognition software

In many instances, it may be necessary for a team of partners to work together to develop an effective accommodation strategy. Access the quick reference guide titled, **Leveraging Partners to Serve Returning Citizens with Disabilities**, to learn how you can collaborate with partner organizations.

How can AJCs support businesses with providing reasonable accommodations?

In addition to providing reasonable accommodations *within* an AJC, staff are also responsible for helping employers provide reasonable accommodations to returning citizens with disabilities.

- ▶ **Share the advantages.** There are many [advantages](#), including [tax benefits](#), to having an inclusive workforce. Businesses may be more open to discussions about providing reasonable accommodations for returning citizens if they understand the benefits to their bottom line.
- ▶ **Provide resources and guidance about the process.** Many employers simply don't know where to begin. Take the opportunity to educate employers on common accommodations for returning citizens and how to start an [interactive accommodations process](#).
- ▶ **Ensure recruitment events are accessible.** Supporting employers with reasonable accommodations starts long before their first hire. Make sure employers are using inclusive advertisements, job descriptions, and recruitment [event guidelines](#).
- ▶ **Arrange accommodations for interviews.** When it comes to reasonable accommodations, the interview process is often overlooked. Become familiar with common [interview accommodations](#) so you can support both jobseekers and employers throughout the process.
- ▶ **Encourage open and ongoing communication.** Necessary accommodations may change over time. Keeping in touch with both the employer and the employee will allow you to provide support if the employee's accommodation needs change.

Where can I learn more?

Visit the following resources to learn more about reasonable accommodations for returning citizens with disabilities.

- ▶ [ADA National Network: Reasonable Accommodations in the Workplace Fact Sheet](#): This fact sheet provides a basic overview of reasonable accommodations in the workplace, including examples of reasonable accommodations and key steps in the reasonable accommodation process.
- ▶ [Getting Talent Back to Work Digital Toolkit](#): This toolkit provides no-cost resources to support employers' efforts to recruit, welcome, and develop individuals with a criminal background.
- ▶ [Job Accommodation Network: A to Z of Disabilities and Accommodations](#): The Job Accommodation Network provides a listing of accommodations by disability, topic, and limitation.
- ▶ [Office of Disability Employment Policy: Accommodations for Employees with Psychiatric Disabilities](#): This webpage offers examples of accommodations that have helped employees with psychiatric disabilities perform their jobs more effectively.
- ▶ [WorkforceGPS](#): Access the [Disability and Employment Community](#) and the [Reentry Employment Opportunities Community](#) for news, tools, and resources for supporting returning citizens with disabilities.
- ▶ [Work Without Limits: Workplace Accommodations and Adjustments Fact Sheet](#): This short fact sheet provides an overview of reasonable accommodations. It can be offered to employers to enhance their knowledge.