












This guide was developed to provide both public and private employers, human resource personnel, hiring managers and supervisors with relevant federal, state and local level information around their legal obligations, along with resources that can assist in identifying, paying for, and implementing effective accommodation strategies, in hiring and/or retaining qualified employees who experience a disability.

Resource Description	Where to Get It	Target Audience	When to Access this Resource
<p>Job Accommodation Network (JAN)</p> <p>Your Resource for Workplace Productivity Enhancements and Reasonable Accommodation Solutions.</p> 	<p>Free consulting , information and resources are available at: http://askjan.org/</p> <p>Or by phone at:</p> <p>(800) 526-7234 Voice</p> <p>(800) ADA-WORK [232-9675] Voice</p> <p>(877)781-9403 TTY</p>	<p>All employers, regardless of workforce size.</p> <p>Services include one-on-one consultation about all aspects of job accommodations, including the accommodation process, accommodation ideas, product vendors, referral to other resources, and ADA compliance assistance.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Phone or e-mail JAN any questions you have related to accommodation, ADA, and workplace issues for your current employees or job applicants who experience a disability. <input type="checkbox"/> Check out the following online tools: <ol style="list-style-type: none"> 1. SOAR (Searchable Online Accommodation Resource), 2. JAN on Demand 3. Employers' Practical Guide to Reasonable Accommodation Under the Americans with Disabilities Act (ADA)
<p>Work Opportunity Tax Credit (WOTC)</p> <p>A federal tax credit incentive that the Congress provides to private sector businesses for hiring individuals from twelve target groups who have consistently faced significant barriers to employment.</p> 	<p>Information is available online at: http://www.doleta.gov/business/Incentives/opptax/</p>	<p>Employers of all sizes, hiring managers, and finance personnel.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Check out the website to learn more about how this program enables the targeted employees to gradually move from economic dependency into self-sufficiency as they earn a steady income and become contributing taxpayers, while the participating employers are compensated by being able to reduce their federal income tax liability. <input type="checkbox"/> The consolidated WOTC for hiring most target group members as of 2010 can be as much as: <ul style="list-style-type: none"> • \$2,400 for each new adult hire; • \$1,200 for each new summer youth hire, • \$4,800 for each new disabled veteran hire, and • \$9,000 for each new long-term family assistance recipient hired over a two-year period.

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<p>ADA National Network (aka DBTAC)</p> <p>Provides comprehensive information about the Americans with Disabilities Act (ADA) and reasonable accommodations as well as valuable resources in your area.</p> 	<p>You can find your regional center by selecting a State or U.S. Territory from the map or drop-down menu.</p> <p>Available online at: http://www.adata.org/network/index.html</p> <p>Or by phone at: (800) 949-4232 (V/TTY)</p>	<p>The centers serve a variety of audiences, including employers, individuals with disabilities, government officials, business operators, architects, educators and disability service providers. All calls are strictly confidential.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To find listings and descriptions for all employment and disability related resources in your local area. <input type="checkbox"/> Reach out to ADA Center representatives for training on topics disability and employment related topics that affect your employees and customers. <input type="checkbox"/> Phone or e-mail the ADA Center for information and guidance on establishing a fully accessible and accommodating place of business for your consumers and place of employment for your partners, staff and vendors that meets ADA guidelines.
<p>U.S. Equal Employment Opportunity Commission (EEOC)</p> <p>Responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.</p> 	<p>To find contact information for your regional EEO office go to the following website and click on the map, or scroll down to the bottom: http://www.eeoc.gov/field/index.cfm</p>	<p>Most employers with at least 15 employees are covered by EEOC laws (20 employees in age discrimination cases). Most labor unions and employment agencies are also covered.</p> <p>The laws apply to all types of work situations, including hiring, firing, promotions, harassment, training, wages, and benefits.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To learn about federal laws prohibiting employment discrimination related to: <ul style="list-style-type: none"> • Unfair treatment because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. • Harassment by managers, co-workers, or others in the workplace, because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. • Denial of a reasonable workplace accommodation that the employee needs because of religious beliefs or disability. • Retaliation because the employee complained about job discrimination, or assisted with a job discrimination investigation or lawsuit. <input type="checkbox"/> Contact your regional EEO office for assistance in mediating and/or resolving a workplace discrimination complaint.

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<p>Employer Assistance & Resource Network (EARN)</p> <p>The National TA Center provides free assistance, consultation, and training for federal agencies, private employers, and federal contractor on all aspects of the employment of persons with disabilities.</p> 	<p>Information and resources are available at: http://www.earnworks.com</p> <p>or by phone at:</p> <p>(866) 327-6669 (Voice/TTY)</p>	<p>All employers, regardless of size from the federal and private sectors.</p>	<p><input type="checkbox"/> Email, call or visit the website for information about any of the following:</p> <ul style="list-style-type: none"> • Recruitment resources • Disability Etiquette and Awareness • Diversity and Inclusion • Employee Resource Groups • Tax Incentives • Website Accessibility • Retention and Advancement • Internships and Mentoring • Best Practices • Other ADA and Workplace related issues
<p>Department of Labor's Office of Disability Employment Policy (ODEP)</p> <p>Provides resources for employers to increase the employment of people with disabilities in today's workforce</p> 	<p>Available online at: http://www.dol.gov/odep/</p> <p>The new E-laws: Non-discrimination law advisor is available at http://www.dol.gov/elaws/odep.htm</p>	<p>All Employers, Human Resource Personnel, Hiring Managers, and Supervisors.</p>	<p><input type="checkbox"/> To access resources for increasing the employment of people with disabilities. Resources include:</p> <ul style="list-style-type: none"> • Recruitment resources for identifying qualified job candidates with disabilities • "Business Sense" newsletter with the latest information related to disability employment • Profiles of successful employment situations • Extensive publication library <p><input type="checkbox"/> To access the new E-laws: Non-discrimination law advisor, which will provide you with a customized list of federal disability nondiscrimination laws that may apply and links to detailed information that will help you understand your requirements under these laws.</p>

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<p>ADA Business Connection</p> <p>Includes ADA compliance resources for businesses including videos, online training courses, and business-specific publications.</p> 	<p>Information available online at : http://www.ada.gov/business.htm</p> <p>Toll-free ADA Information Line:</p> <p>(800) 514-0301 Voice</p> <p>OR (800) 514-0383 TDD</p>	<p>Business owners, operators, hiring managers and supervisors.</p>	<p><input type="checkbox"/> To learn about all aspects of access issues that businesses need to be in compliance with as both employers and as providers of public goods. Resources include:</p> <ul style="list-style-type: none"> • ADA Publications for business • Online ADA Course for businesses, "Reaching Out to Customers with Disabilities" • ADA Video Gallery • Links to other business resources including the Small Business Administration
<p>U.S. Business Leadership Network (USBLN)</p> <p>Serves as the collective voice of over 60 Business Leadership Network affiliates across North America, representing over 5,000 employers.</p> 	<p>Information available online at: http://www.usbln.org/</p>	<p>All Employers, Human Resource Personnel, Hiring Managers, and Supervisors.</p>	<p><input type="checkbox"/> Check out the website, and/or sign up for their e-newsletter, to learn what other employers are doing to make their place of business accessible and successful in serving and accommodating both customers and employees who experience a disability.</p> <p><input type="checkbox"/> To become a member of the U.S. BLN: <i>"The USBLN® recognizes and supports best practices in the employment and advancement of people with disabilities; the preparedness for work of youth and students with disabilities; marketing to consumers with disabilities; and contracting with vendors with disabilities through the development and certification of disability-owned businesses."</i></p>
<p>One-Stop Career Center Business Services</p> <p>Resources to help start your business, make it grow, manage your resources, and maintain a safe environment for your employees.</p> 	<p>Information available at: http://www.careeronestop.org/Audience/Businesses/Businesses.aspx</p> <p>To find your local One-Stop Career Center enter your state and zip code in the services locator available online here: http://www.servicelocator.org/</p>	<p>All Employers, Human Resource Personnel, Hiring Managers, and Supervisors.</p>	<p><input type="checkbox"/> Access your local One-Stop Career Center to receive assistance in any of the following areas:</p> <ol style="list-style-type: none"> 1. Finding qualified job-candidates 2. Providing access and funding towards skills development training for existing staff 3. Providing information on un-employment benefits and training and benefit resources in the event of a down-sizing. 4. Providing resources, strategies, and assistance around hiring and accommodating individuals with disabilities and other barriers to employment.

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<p>Vocational Rehabilitation</p> <p>A state-supported division of services that assists individuals with disabilities who are pursuing meaningful careers to secure gainful employment commensurate with their abilities.</p> 	<p>To find your local Vocational Rehabilitation Office go online: http://askjan.org/cgi-win/TypeQuery.exe?902</p>	<p>Employers, Human Resource Professionals, Hiring Managers, and Supervisors.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> When a long-term employee experiences the onset of disability through illness or accident and you would like assistance in identifying, paying for, and implementing effective accommodations to keep these valued employees in their position or within your company in another capacity. <input type="checkbox"/> To learn about accommodations that new-hires are accessing such as job-coaching, and how that impacts their effectiveness and capability as an employee. <input type="checkbox"/> To learn about “Work Try Outs” and “On the Job Training” and how your business can benefit from these programs that are available through Vocational Rehabilitation for qualified individuals and interested employers.
<p>Social Security Administration’s (SSA’s) Ticket to Work Program</p> <p>A program that enlists qualified Employment Networks in assisting SSDI and SSI beneficiaries in the return to work, and gainful employment.</p> 	<p>To find an Employment Network (EN) that is assisting qualified individuals with disabilities in your area, in the return to work, visit Maximus, the Ticket to Work Program Manager at: http://www.yourtickettowork.com/endir Or, to become an EN: http://www.cessi.net/tw/index.htm</p>	<p>Employers seeking qualified employees who experience a disability, Human Resource Professionals, Hiring Managers, and individuals with disabilities, Employers who wish to become an Employment Network.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> When seeking a qualified candidate to fill a new or existing position within your organization. <input type="checkbox"/> If you seek to diversify your workforce. <input type="checkbox"/> If you are an employer that wishes to become an Employment Network, and reap the rewards of filling needed positions, and getting a financial incentive for helping an individual with a disability return to gainful employment. <input type="checkbox"/> To access a tax incentive for hiring an individual with a disability.