CHECKLIST FOR COMPLYING WITH
REGULATION 29 CFR PART 37
IMPLEMENTING SECTION 188 OF WIA,
THE STATUTE'S PROVISION REGARDING NONDISCRIMINATION

_____WORKFORCE INVESTMENT BOARD

	Date By Which Action Should Be Completed	N/A	Completed	Documentation
Designation of responsible employee	An Equal Opportunity Officer must be designated as of July 1, 2000.			
Adoption of grievance procedure	A grievance procedure that provides for the submission and resolution of complaints must be established as of July 1, 2000.			
Self-evaluation	A self-evaluation of programs and activities must be completed by July 1, 2000.			
Non-structural changes	All non-structural changes to provide program accessibility must be implemented as of July 1, 2000 (See Supplement to Access Compliance Checklist).			
Transition plan	A transition plan outlining necessary changes must be completed by July 1, 2000.			
Public Notification	Local Workforce Investment Board does not discriminate against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the U. S., or his/her participation in any WIA Title I-financially assisted program or activity. This applies as of July 1, 2000.			
Structural changes	Structural changes identified in the transition plan must be completed by September 5, 2000.			
Retention of Files	Local Workforce Investment Board must maintain on file for three years: (1) a list of persons consulted; (2) a description of policies and practices examined; and (3) descriptions of modifications made. (The self-evaluation and transition plan can include such information).			

Supplement to Access Compliance Checklist

I. Implementation

A. Policy Development

Policies must be developed and resources allocated to ensure facility and program access. Such policies must include adoption of the standards described in Section II as requirements for a basic floor of access. In addition, procedures shall be developed describing how communication access, beyond that provided by the standards in Section II, will be provided by One-Stops when necessary for program access and effective communication. Procedures must be developed to complete the following:

- ?? Architectural barriers shall be removed and access features added as necessary for Americans With Disabilities Act Access Guidelines (ADAAG) compliance in each One-Stop Center.
- ?? Basic assistive technology, meeting the standards in section II, must be available in each One-Stop Center to assure access to telephony, computer data/sound, print, and oral communication.
- ?? Training and/or technical assistance on an on-going basis shall be provided to staff in each One-Stop Center regarding:
  - o Installation and use of basic assistive technology purchased
  - o Procedures and local resources to be used in the arrangement of access services such as sign language, interpreting, braille transcription
  - o How to respond to request for auxiliary aids and services beyond those provided in Section II
  - o Guidance on disability etiquette and culture

  Training and/or technical assistance providers could include the Division of Services for the Blind, Arkansas Rehabilitation Services, and various community based organizations such as Centers for Independent Living.

- ?? Each One-Stop Center and all One-Stop affiliate/satellite sites must have a written plan in place on how they will accommodate the program and architectural access needs of persons with disabilities. Details of the program and architectural access plan should be incorporated into the Memorandum of Understanding between the One-Stop partners and the Local Workforce Investment Boards
- ?? All One-Stop affiliate/satellite sites must comply with ADA standards.
- ?? Each One-Stop Center must have assistive technology, per Section II, in place by July 1, 2001.

B. Material Development

Promotional materials, in a variety of accessible formats and media, shall be developed to market the availability of accessible technologies and services at the One-Stop Centers.

II. Access Standards

A. Architectural Access

Each One-Stop Center must be housed in facilities that meet ADA standards for access, including but not limited to, standards for building access, accessible parking, Braille, and raised letter signage and visual alerting. Standards for architectural access are provided by the Americans with Disabilities Access Guidelines (ADMAG).

B. Program Access

Each One-Stop Center must provide program access, including communication access, as required by the WIA and ADA. Although there are no national standards for program and communication access, the following standards are provided to assist One-Stop Centers to comply with the communication access requirements of the WIA and ADA:

- ?? Telephony- Each One-Stop Center must provide the following basic assistive technology that ensures effective communication with voice telecommunications for individuals with disabilities:
  - o <u>Amplified Telephone</u> — Consumers with moderate to severe hearing loss will benefit from a telephone with high-grade amplification, 30 to 40 dB of gain, either as a built-in feature of the phone or as an "in-Iine" addition. Such phones should be placed in quiet areas, removed from ambient noise, to support maximum speech discrimination.
  - o <u>TTY with Printout</u> — Individuals who have hearing or speech disabilities can communicate by telephone through the use of a text telephone, referred to as a TTY. A TTY uses a keyboard to type messages, a display to receive messages, and some means of connecting to the telephone.
  - o <u>Hands-Free Speaker Phone with Large Keypad</u> — Individuals who have difficulty holding a receiver and/or dialing numbers will benefit from a telephone with an enlarged keypad and speakerphone access.

- ?? Computer Data and Sound -Each One-Stop Center shall provide the following basic assistive technology that ensures effective communication with computer input and output for individuals with disabilities:
  - o <u>19"-21" Larqe Monitor with Moveable Mountinq Arm</u>— Effective for persons with low-vision. Provides for increased character size in proportion to monitor dimensions and provides a crisper, sharper image.
  - o <u>Screen Enlargement Software</u> — Also effective for persons with low vision and can be paired with a large monitor. Allows for enlargement of print on the monitor's screen, enabling the user to review a document with the text magnified to a comfortable size and with the colors of the screen adjusted for best contrast. The user can use any part of the screen by scrolling up, down or across.
  - o <u>Speech Synthesizer and Screen Reading Software</u> — Effective for persons with visual disabilities and reading limitations (e.g., persons with learning disabilities in print decoding and reading comprehension.) The hardware component of the speech access system, the speech synthesizer, can be a portable external device

or an internal circuit board. The screen reading program "instructs" the synthesizer. Screen reading software allows users to access commercial software applications and convert text or graphics display to verbal output.

- o <u>Flatbed Scanner</u> — Effective for persons with all types of disabilities who need information in digital rather than print form. The scanner is an add-on to the computer that converts an image from a printed page to a computer file.

- o <u>Trackball</u> — Trackballs are an alternative to the mouse for consumers who have gross motor skills, but lack fine motor skills. A trackball is essentially an upside down mouse, with a moveable ball on top of a stationary base. The ball can be rotated with a pointing device, hand, or forearm.

- o <u>Alternative Keyboard</u> — An alternative keyboard is a modified version of the standard keyboard which supports key selection by variable hand and finger motion. Consumers who might benefit from an alternative keyboard include one-handed typists, those who benefit from a different keyboard layout, those with limited use of their hands, those with limited gross or fine motor skills and those who fatigue easily

- o <u>Word Prediction Software</u> — Word prediction software enables the user to reduce the number of keystrokes used in typing by the selection of a desired word from an on-screen list or prediction window. This computer- generated list predicts words from the first one or two letters typed by the user. The word may then be selected from the list and inserted into the text. Individuals with significant physical disabilities and those with learning disabilities in writing and written expression benefit from this software.

- o <u>Large Keyboard Caps and Keyboard Orientation Aids</u> — These key markings assist low vision users by enlarging letters and numbers on the keyboard. Many keyboards already have a raised dot or other tactile marker on home row keys to give orientation.

- o <u>Height Adjustable Table</u> — Conventional tables are often not functional for wheelchair users or people of short stature. Height adjustable tables allow for adaptation to comfort height levels for computer use and other tasks. If assistive technology, beyond these basic devices, is needed to provide access to computer sound and data, the One Stop Center shall secure such assistive technology or provide an alternative method of access.

?? Print Materials -Each One-Stop Center shall provide effective communication with print materials via the following assistive technology:

- o <u>Tape Recorder</u> — A tape recorder can be used by One-Stop staff to record print information for consumers who have visual disabilities or reading disabilities, so they can listen to the information instead of reading.

- o <u>Electronic Enlarqing</u> — The magnification of print material by a closed circuit television system allows low vision users to read a full range of print materials. Electronic enlarging devices should have stationary beds for material placement (rather than hand-held cameras) and a 14-inch display monitor.

In providing alternative methods of print access, each One-Stop Center must be able to produce a full range of alternative format materials (disk, Braille, large print, and audio) either with internal staff or by securing the services of external resources. Core One-Stop Center information (such as Center brochures) must be available in all alternative formats without special request. For all other materials, each Center shall establish procedures and timelines for consumers to request the alternative format needed.

   ?? Aurally Communicated Information — Each One-Stop Center must provide effective communication with auditory information via the following assistive technology:
      o Portable Assistive Listening Device — Assistive listening devices are most often used by hard-of-hearing individuals with mild to severe hearing loss. The main function of an assistive listening device is to increase the loudness of specific sounds (in most cases the speaker) while also reducing background noise, allowing increased understanding of speech.
      o Captioning Display — Captioning display devices allow for viewing of text captions that correspond to the speech in videotapes and similar media. Caption decoders or built-in decoding chips in the video display equipment provide access to the text provided the media has captioning.

In providing alternative methods of oral communication access, each One-Stop Center must be able to provide a full range of communication options (sign language interpreters certified at intermediate or above, real-time captioners, assistive listening devices). Each Center must establish procedures and time lines for consumers to request oral communication options they need to participate in Center services.

ONE-STOP DISABILITY ACCESS
TRANSITION PLAN OUTLINE

Please use this form to prepare the local workforce investment area One-Stop Disability Access Transition Plan. The local workforce investment board should designate an individual to be responsible for developing its transition plan. This person, working with interested area persons with disabilities, must complete the local area transition plan by _____.

Name of person completing this form: _____

Title: _____   Date: _____

Name and address of facility:

Necessary structural changes (list features and how each is inaccessible):

Necessary non-structural changes (e.g., assistive technology devices, web page design, software, etc.) List features and describe how each is currently inaccessible:

Applicable UFAS or ADAAG standard (Arkansas state agencies/institutions must follow and
        meet ADAAG guidelines):

Type of action to be taken:

Person responsible for overseeing action:

    Non-Structural:

    Structural:

    Projected date to initiate action:

    Projected date to complete action:

    Projected cost to complete project: