



Sacramento
Employment and
Training
Agency

February 20, 2019

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TO: Program Managers, SETA-funded WIOA Service Providers, Site Supervisors, Sacramento Works America’s Job Centers of California (SWAJCCs)

FROM: Kathy Kossick, Executive Director

RE: Referral and Request for Services and Reasonable Accommodations for Individuals with Disabilities – WIOA Directive #WDD19-3

The purpose of this directive is to provide guidelines to ensure reasonable accommodations to all customers.

It is the policy of the Sacramento Employment and Training Agency (SETA) to comply with all federal and state regulations that prohibit discrimination on the basis of disability, including Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and Section 188 of the Workforce Investment Act of 1998, which ensures that each qualified person shall receive the reasonable accommodations needed to ensure equal access to employment, educational opportunities, programs, and activities in the most integrated setting.

The Rehabilitation Act and the ADA require that no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by SETA. The law extends accessibility provisions to the private sector in order to help guarantee persons with disabilities employment and the right to enter the economic, social and cultural mainstreams.

As a result of work incentive programs such as Ticket-to-Work (TTW), as well as discretionary and local grants, more customers with disabilities are being directed to Sacramento Works America’s Job Centers of California (SWAJCC) for services. These efforts are coordinated with the assistance of SETA’s Disability Resource Coordinator (DRC).

The role of the DRC is to guide Job Center staff in helping people with disabilities access and navigate the provisions of various work incentive programs, develop linkages, and to collaborate with employers and service providers to achieve and expand the capacity to serve customers with disabilities. The DRC also serves as an information resource on programs that impact the ability of persons with disabilities to gain and retain employment.

“Preparing People for Success: in School, in Work, in Life”

DISCLOSURE

The Department of Labor's equal opportunity regulations (29 CFR Part 37.37(b) (2)) require the collection and retention of demographic information about individuals participating in programs or activities funded by DOL, such as race and ethnicity, age, gender and disability status.

Services cannot be denied to customers who decline to indicate disability status. Requesting this information, which is to be collected upon registration, is not in conflict with Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, as long as there is no evidence of denial of services as a result of providing the information, or of a customer declining to identify a disability.

The attached flyer informs customers that disclosing information about their disability is their choice. The flyer must be displayed in a prominent location, posted at a height that can be read easily by all customers, including persons that use a wheelchair, and made visible to customers upon entrance prior to completing the CalJOBS registration. It is also required that the flyer be read to customers who are blind, if deemed necessary.

ACCOMMODATION

The ADA assures that people with disabilities have the same opportunities for meaningful participation in society as everyone else. Under the ADA, an individual with a disability is entitled to request accommodation and assistance in order to understand, use and benefit from the services offered at the SWAJCCs. These accommodations may include:

- Alternatives to waiting in reception lines
- Additional time and guidance in completing tasks
- A private meeting space to meet with staff and/or complete tasks
- Resources in different languages
- Sign language interpreter services
- Assistance using and understanding information
- Adaptive workstations equipped with computers and phones containing assistive technology, magnification screens, adaptive keyboards, amplifiers, etc.

It is encouraged that customers in need of special considerations and/or accommodations inform SWAJCC staff as soon as possible to fully participate and benefit from services offered. Some services, such as Sign Language interpreting services, are available through Vendor Services.

Further, all marketing and outreach materials must include the following instructions in order for participants to access accommodations.

"This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available on request to individuals with disabilities. Call 711 for relay service."

For additional assistance, materials, or guidance regarding disability services and/or reasonable accommodations, contact Savina Beltran, SETA DRC, at (916) 263-0602 or Savina.Beltran@seta.net.

Q: Do you have a disability?

A: Yes

Q: Do I have to tell the Job Center staff about it?

A: No



When you visit a Job Center you will be asked to complete a registration form. Your answers to the questions on this form will help us to help you. Whether or not to disclose that you are a person with a disability is ***your personal choice.***

The Department of Labor and Social Security Administration offer various work incentives to people with disabilities to help them go to work and become self-sufficient. Under the Americans with Disabilities Act (ADA), America's Job Centers may ask if you have a disability to help determine if you are eligible for any of these programs, and to ensure that you can fully participate and benefit from the services offered at the Job Center. This should not be confused with the employment provisions of the [ADA under Title I](#), which prohibits employers or potential employers from asking about the presence of a disability prior to making a conditional offer of employment. There are advantages and disadvantages to disclosing your disability. You have to decide what is best for you.

If you have a disability and need any accommodations or assistance in order to fully participate and benefit from services offered at a Job Center, please inform staff a minimum of one week in advance.

If you have any questions, please contact:

Savina.Beltran

Disability Resource Coordinator
Sacramento Employment and Training Agency

(916) 263-5400

Savina.Beltran@seta.net

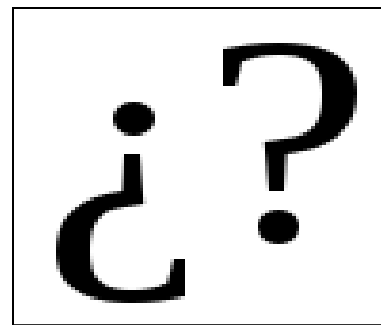


P: ¿Tiene usted una discapacidad?

R: Sí

P: ¿Pero, tengo que informarle al personal del Centro de Trabajo?

A: No



Quando visite el Centro de Trabajo se le pedirá que complete un formulario de inscripción. Sus respuestas nos ayudarán a ayudarlo mejor. Si no divulgar que es una persona con discapacidad ***es su elección personal.***

El departamento de Trabajo y La administración del Seguro Social ofrecen diversos incentivos de trabajos a las personas con discapacidades para ayudarles a ir a trabajar y ser autosuficiente. Bajo la Ley Estadounidense con Discapacidades (ADA), los Centros del Trabajo “One-Stop” podrían preguntarle si tiene una discapacidad para poder determinar si es elegible para algunos de estos programas y para asegurarse que usted pueda participar y beneficiarse completamente de los servicios ofrecidos en el Centro de Trabajo. Esto no debe confundirse con las Disposiciones del Empleo ADA Bajo el título I, el cual prohíbe a empleadores o posible empleadores preguntar acerca de la presencia de una discapacidad antes de ofrecerles empleo. Hay ventajas y desventajas al revelar su discapacidad. Usted tiene que decidir lo qué es mejor para usted.

Si tiene una discapacidad y necesita acomodaciones o asistencia a fin de participar plenamente de los servicios que se ofrecen en un Centro de Trabajo, por favor informar al personal un mínimo de una semana antes de su visita.

Si tiene preguntas, por favor llamar a Savina a (916) 263-0602.

