



## Department Policy...

IDHS will make reasonable accommodation to a qualified individual with a disability who makes a written request, unless provision of such accommodations would create an undue hardship on the department.

[DHS Administrative Directive  
01.08.01.010]

### Bureau of Accessibility and Job Accommodation

401 South Clinton, 3rd Floor  
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(888) 614-2387 (TTY/Nextalk)  
(312) 793-2406 (FAX)

[DHS.JobAccommodation@illinois.gov](mailto:DHS.JobAccommodation@illinois.gov)

### Request for Reasonable Accommodation Form:

[http://intranet.dhs.illinois.gov/onenetlibrary/12/  
documents/Forms/IL444-4231.pdf](http://intranet.dhs.illinois.gov/onenetlibrary/12/documents/Forms/IL444-4231.pdf)

### Physician's Medical Review Form:

[http://intranet.dhs.illinois.gov/onenetlibrary/12/  
documents/Forms/IL444-4232.pdf](http://intranet.dhs.illinois.gov/onenetlibrary/12/documents/Forms/IL444-4232.pdf)

Programs, activities and employment opportunities in the Illinois Department of Human Services are open and accessible to any individual or group without regard to age, sex, race, sexual orientation, disability, ethnic origin or religion. The department is an equal opportunity employer and practices affirmative action and reasonable accommodation programs.

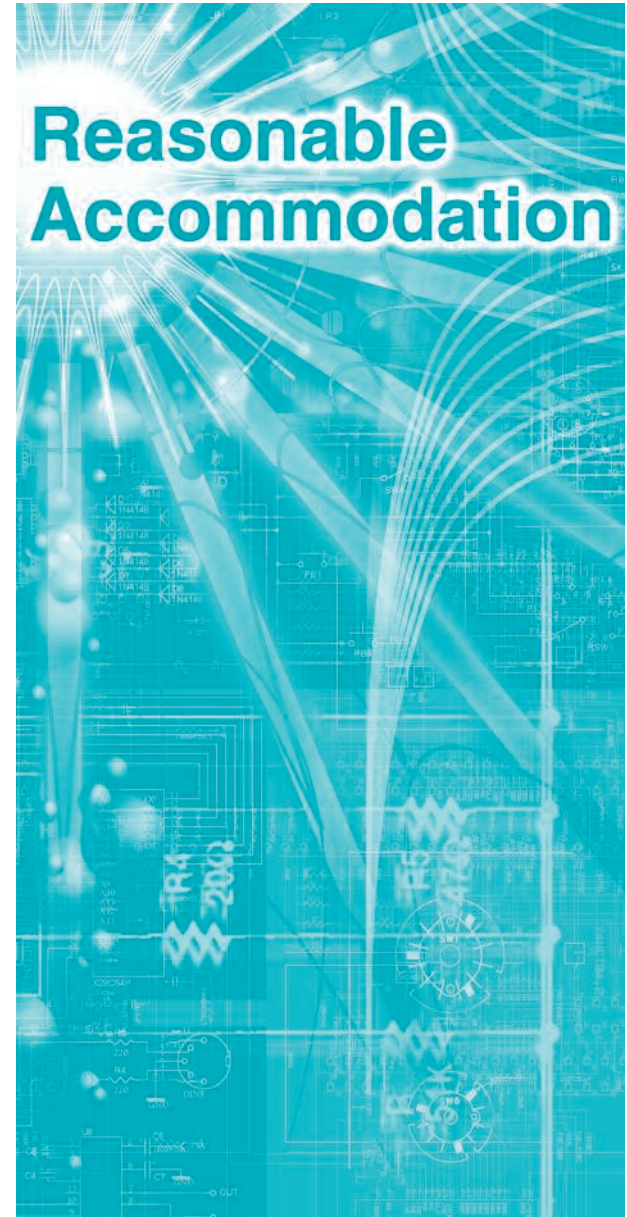
DHS 4230 (R-06-14) Reasonable Accommodation

Printed by the Authority of the State of Illinois.

2,000 copies PO#14-1882



**Illinois Department of Human Services**  
Bureau of Accessibility and Job Accommodation  
401 South Clinton, 3rd Floor  
Chicago, Illinois 60607



The laws protecting your right to reasonable accommodation are found in both federal and state statutes...

## FEDERAL

1. **American with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA)** – Makes it unlawful to discriminate in employment against a qualified individual with a disability and outlaws discrimination against individuals with disabilities in state and local government services, public accommodations, transportation and telecommunications. The Americans with Disabilities Act states in part “unless a covered entity can demonstrate that the accommodation would impose an undue hardship on the operation of its business” it is unlawful for a covered entity not to make reasonable accommodation.
2. **Section 504 of the Rehabilitation Act of 1973** – Prohibits discrimination on the basis of disability in all areas of employment and/or service delivery by recipients of federal financial assistance.
3. **Civil Rights Act of 1991** – Creates rights to compensatory and punitive damages, as well as a jury trial, for victims of intentional discrimination as defined by Title VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act (ADA).

## STATE

1. **Illinois Human Rights Act** – To secure for all individuals within Illinois the freedom from discrimination against any individual because of his or her race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, military status, sexual orientation, or unfavorable discharge from military service in connection with employment.
2. **Contractual** – The various collective bargaining contracts entered into by the State of Illinois prohibit discrimination and cover opportunities for employees with disabilities in the IDHS workforce.

**Example: A telephone amplifier was provided to an employee who is hard of hearing to allow the person to use the telephone.**

**Example: A job applicant had complete loss of vision in one eye and low vision in the other. A closed circuit television system was used to magnify the printed paper during the interview process.**

## Bureau of Accessibility and Job Accommodation

- ◆ Authorizes reasonable accommodation to qualified employees and job applicants with disabilities
- ◆ Coordinates auxiliary services and/or provides assistive technology to qualified job applicants/employees
- ◆ Spearheads and coordinates the work of Reasonable Accommodation Liaisons representing the various Divisions and Facilities
- ◆ Participates in the work of the State Interagency Committee on Employees with Disabilities and other disability advocate bodies

At its discretion, the Bureau may coordinate its work with:

- ◆ Office of Human Resources
- ◆ General Counsel
- ◆ Bureau of Civil Affairs
- ◆ Labor Relations
- ◆ Business Services
- ◆ Information Services