UCLA REASONABLE ACCOMMODATION PROGRAM (RAP) MATCHING FUND GUIDELINES

The following conditions and criteria will be used when evaluating requests for an award of matching funds from the UCLA Reasonable Accommodation Program (RAP).

PURPOSE AND CRITERIA FOR THE USE OF RAP FUNDS
Under University policy, departments are responsible for the costs of providing reasonable accommodations. Priority consideration will be given to first-time RAP fund requests. Absent manifestly exceptional circumstances, recurring RAP fund requests (if approved) will be on a declining match basis (first award: no more than 50% match, second award: no more than 30% match, third award: no more than 10% match). RAP funds are intended only as an interim (maximum 6 month) supplement to departmental resources, where demonstrably inadequate, to purchase auxiliary aids or services, assistive devices/adaptive equipment, or make worksite modifications for employees with functional limitation(s) to facilitate the effective performance of their essential job duties in conformity with the requirements of the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 as amended. Departments will need to assume the ongoing costs for reasonable accommodations.

1. RAP funds are not to be used to pay salaries.

2. Equipment or services purchased with RAP funds are intended to be used only to support university-related activities.

3. RAP funds may be used for services such as sign language interpreters that are needed to assist disabled job applicants in the initial interview process.

4. Individuals who are employed as Teaching Assistants are eligible to request RAP funds.

5. In general, office modification, equipment, or service requests should be for an individual’s current needs and not for perceived future needs. The primary exceptions to this rule include those instances where:
   
   a. a department has developed or is developing a specific program or activity designed to outreach and recruit disabled persons; or
   
   b. a department has a number of individuals with similar disabilities who could potentially benefit from a commonly available equipment item; or
   
   c. office modifications, equipment, or auxiliary aids or services are necessary to assure that disabled individuals can participate fully in departmental activities; or
d. Use of RAP funds to augment a departmental renovation project would result in the creation of a more accessible office than would otherwise be possible.

6. RAP funds are not to be used to purchase custom-fit devices such as back or leg braces, hearing aids, or prescription eyeglasses, or to purchase services of a personal nature, such as assistance in eating, toileting, or dressing.

7. The RAP fund will not assume the responsibility of costs associated with medical or mechanical engineering evaluations which are designed to determine the appropriate equipment needs of employees.

PROPERTY/OWNERSHIP OF EQUIPMENT

1. Assistive devices are usually intended for the primary use of a specific UCLA employee. Equipment purchased in whole or in part with RAP funds will remain the property of the Reasonable Accommodation Program and be assigned to a department for use by a particular employee. The appropriate departmental inventory will list such equipment as "on loan from the Reasonable Accommodation Program." Departments will keep the ADA & 504 Compliance Office informed of the whereabouts of equipment and provide a copy of its inventory identification tag number.

2. In the event that an employee assumes new job assignments or responsibilities on campus (within the same department or another department), the equipment purchased on behalf of that individual will continue to be made available to him/her as long as a clear job-related need for the equipment remains.

3. If the individual leaves UCLA, the department to which the equipment is on loan will consult with the Chancellor's ADA & 504 Compliance Office as to its appropriate dispensation. Equipment that is highly adapted to the needs of a particular individual and would not lend itself to use by another person may be purchased by its user for fair market value with sale proceeds reverting to the RAP fund.

REQUEST PROCEDURES

1. All requests for the RAP funds must be submitted to the RAP Committee through the Chancellor's ADA & 504 Compliance Office.

2. Requests will be reviewed and approved by the RAP Committee on a case by case basis in light of available RAP funds, conformity with RAP criteria, and relative priority of individual and institutional need.
3. Alternative sources for the provision of equipment and/or services are to be investigated before requesting RAP funds.

REQUESTS FOR MATCHING FUNDS

Requests must indicate what resources are available to match with RAP funds.

REQUEST CRITERIA

1. Requests for matching funds under $500.00 will not be considered (exceptions will be made in those cases where services such as sign language interpreters are needed to assist disabled job applicants in the initial interview process). Since campus entities often fill vacant positions within a short period, an expedited process to that outlined in paragraph 2. below will be followed when RAP funds are requested to assist disabled applicants in the initial interview process.

2. Departments will be required to provide the following justification of their requests on behalf of disabled employees:
   a. Background information: has the employee made past RAP fund requests? Describe the amount(s) of previous RAP fund allocation(s), if any.
   b. A summary of the individual's responsibilities/activities and a course description (if applicable) should be attached to the request.
   c. Information re: the degree of impairment.
   d. Information re: the degree of functional ability.
   e. Information re: the need for, and consideration given to, provision of flexible work schedules.
   f. Information re: the need for removal of office barriers.
   g. Information re: the need for restructuring responsibilities/activities, if required, based upon accommodation needs.
   h. Information re: the need for relocation to a more accessible office.
   i. Information re: the provision of equipment required.
j. Information re: the nature of auxiliary aids or services required (e.g., drivers, sign language interpreters, alternative format materials, readers/notetakers, typists, assistive devices for lab or field work).

k. A summary of how items will meet the need, how they are to be used, and how they will facilitate more effective functioning.

l. Information re: any other existing campus policies that relate to the items being requested (e.g., air purifiers, computers).

m. Information re: how an assistive device might interface with other existing equipment on campus or campus plans to purchase similar equipment from other sources.

n. An assessment of alternatives available to meet the need, advantages/disadvantages, capabilities and costs of each alternative, and if possible, identification of a specific brand name (or manufacturer) and cost. It may be necessary to consult with a medical, technical, or computer resource.

o. A personal statement from the individual requesting funds, which further clarifies the specific need.

3. Departments must provide verification of disability for individuals with visible and non-visible impairments as defined by Title II, subtitle A, of the Americans with Disabilities Act of 1990 [see 28 CFR, Section 35.104(i)], Section 504 of the Rehabilitation Act of 1973 [see 34 CFR, Section 104.3 - paragraphs (j) and (k)], and University of California Policies Applying to Campus Activities, Organizations, and Students dated August 15, 1994 (see Sections 141.10 and 141.20). Such verification may be in the form of a statement or prescription from a medical doctor or representative from Department of Rehabilitation.

4. Requests for orthopedic chairs will be reviewed carefully. If the disability or condition is due to a job-related injury or due to a car accident, other funding sources such as worker's compensation and auto insurance must be investigated first.

5. Requests for air purifiers will be reviewed carefully. Departments should ensure that there is compliance with the "no smoking" policy.

6. Requests for computer equipment will be reviewed on a case by case basis, as will requests for software. The following will be taken into account concerning such requests:

a. A written assessment of need for a computer system by the campus Disabilities and Computing Program.
b. The degree to which a computer system is shown to compensate for an individual's functional limitation(s) in the performance of their responsibilities/activities.

c. The amount of computer time per week required to perform the responsibilities/activities.

d. The specific types of activities to be performed with a computer system.

e. The current resources available to meet the need.

f. The advantages to purchasing the type of system identified (Has an investigation of other systems been done?).

g. The type of computer system required.

h. The types of peripherals required.

i. The type of software required.

j. The itemized purchase costs.

7. Computer-based compensatory tools: the computer and adaptive computer technology can be used to assist a person who has difficulty with tasks not typically accomplished with a computer. These tasks may include: reading, writing, communicating, controlling the physical environment, and organizing personal and work-related information. Examples of computer-based compensatory tools include, but are not limited to:

a. A notebook computer with abbreviation expansion software and "sticky key" software to help a person with difficulty writing to take notes in meetings.

b. A "reading machine" to assist an employee who is blind to read office correspondence, reports, and other work related material.

8. Requests for computers and/or other adaptive equipment must specify funding sources to cover the costs of equipment supplies. At its discretion, the RAP Committee may elect, however, to cover the cost of a service contract for maintenance and repairs at the time of equipment purchase.