

## **PROCESS FOR SECURING OR PROVIDING REASONABLE ACCOMMODATIONS**

The current process for requesting a reasonable accommodation is as follows:

AmeriCorps State and National, NC Learn and Serve, and Senior Corps programs may request reasonable accommodation funds in the following manner:

1. AmeriCorps program must complete a reasonable accommodation request for funding form and return it to the Disability/AmeriCorps Coordinator in the Commission.
2. Disability/AmeriCorps Coordinator must convene five (5) members of the Reasonable Accommodation Subcommittee (of the Disability Advisory Committee) to review funding request.
3. Reasonable Accommodations Subcommittee will make a recommendation about funding to the Disability/AmeriCorps Coordinator within (five) 5 business days.
4. Disability/AmeriCorps Coordinator will submit recommendation to the Executive Director of the Commission and contact the AmeriCorps program regarding the recommendation.
5. The reasonable accommodations application will be processed within two (2) weeks of the request.
6. Barring written request approval, assistive technology purchased for member must be returned to the NC Commission on Volunteerism and Community Service within three (3) weeks of members last day of service.