

Five ADA Administrative Requirements for ABE Programs

1. ADA Coordinator:

ABE programs must have an ADA Coordinator (In Rhode Island all RIDE funded programs are required to have an LD Designee). This designee is responsible for ensuring that a program is in compliance with both the federal Adults with Disabilities Act and. S/he is also responsible for duties including, but not limited to: answering ADA related questions; ensuring that persons with disabilities receive reasonable accommodations; investigating ADA related complaints and grievances; ensuring that program policies and practices are non-discriminatory; providing orientation for new staff and ADA related training at least annually for all staff; developing a system that ensures all confidential information is secured in locked files; and verifying and documenting that the program is accessible and usable.

Required by the ADA for programs with 50 employees or more

2. Public Notice:

ABE programs must establish and post a public notice that a) informs students, employees, and the general public that all programs, activities, and employment opportunities are provided without regard to race, color, gender, religion, creed, national origin, sexual orientation, and disability, and b) provides the names(s), address(es) and telephone number(s) of the (LD Designee) ADA Coordinator(s) responsible for Title II (ADA), Title VI (race, national origin), Title IX (gender), and Section 504 (disability).

It is recommended that the public notice be posted in at least three of the languages most widely spoken by the student body.

Required for all programs regardless of number of employees

3. Grievance Procedure:

ABE programs must establish and publish a written grievance procedure. The grievance procedure should provide a mechanism for staff and students to address issues of non-compliance with state and federal laws relating to discrimination and equal access. The grievance procedure must include the ADA Coordinator's name, office address, telephone number and hours available. An email address is not required by law, but is strongly recommended.

It is recommended that the grievance procedure be posted in at least three of the languages most widely spoken by the student body.

Required by the ADA for programs with 50 employees or more

4. Self-Evaluation:

ABE programs must conduct a one-time self-evaluation to ensure the program's policies are non-discriminatory and the facility is accessible. Use of the self-evaluation helps to ensure that a program is in compliance with the ADA. The original must be submitted to the RIDE and a copy must be kept on file at the program site. If a program moves to another facility, a new self-evaluation must be completed and submitted no later than 30 business days after relocation to the new facility. The guidelines for self-evaluation can be found in the *ADA Title II Action Guide for State and Local Governments and Supplement on Employment*. To purchase a manual, contact Adaptive Environments Center, Inc. at 800-949-4232. A free self-evaluation worksheet developed by the University of Kansas Institute for Adult Studies can be found online. The self-evaluation is part of the *Accommodating Adults with Disabilities in Adult Education Programs* manual. The website is: <http://das.kucrl.org/AccommodationsNotebook.shtml>

It is recommended that programs conduct a self-evaluation prior to each new five-year funding cycle.

Required for all programs regardless of number of employees

5. Transition Plan:

ABE programs must be barrier free. The transition plan must include a detailed description of any barrier(s) that exist, a description of what is being done to remove the barrier(s), and a target date for completion of the corrective action(s). For multi-step barrier removal activities, a list of the steps to be taken and a comprehensive timeline must be included.

Required for all programs regardless of number of employees