



## Research, Education and Economics Agencies

Agricultural Research Service (ARS)  
Economic Research Service (ERS)

National Agricultural Statistics Service (NASS)  
National Institute of Food and Agriculture (NIFA)

### Reasonable Accommodation

**What is a disability?** As it relates to reasonable accommodation, a disability is a physical (any physiological disorder or condition affecting one or more body systems) or intellectual or psychological impairment that substantially limits one or more major life activities.

**What is a reasonable accommodation?** A reasonable accommodation is a change to the work environment or its standard practices that would enable a qualified individual with a disability to have equal access to the benefits of employment. Changes to the job application process for disabled applicants would also be considered a reasonable accommodation.

**Who is a qualified individual with a disability?** A qualified individual with a disability has the skills, experience, and education and can perform the essential (critical) functions of the position with or without a reasonable accommodation.

**When is an accommodation not granted?** An accommodation is not granted if the employee or applicant is not a qualified individual with a disability; if the accommodation would impose an undue hardship on the Agency; when to do so would lower the quality or performance standards; or when the accommodation would require personal use items. (i.e. glasses, hearing aids, etc.)

Requests for accommodations must be considered on a case-by-case basis. The majority of cases can be resolved between the employee and the immediate supervisor. Employees or applicants with disabilities who need a reasonable accommodation are responsible for making their needs known to the appropriate official—Supervisors, HR Professionals, and/or the REE Reasonable Accommodation Program Manager.

**For more information contact:**

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You may also contact your Agency's Civil Rights Office for more information.

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Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, you may write to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (Voice) or (202) 720-6382 (TDD).