

## **SFWIB SERVICES TO INDIVIDUALS WITH DISABILITIES POLICY**

### **I. OF INTEREST TO**

The Services to Individuals with Disabilities Policy should be of interest to members of the South Florida Workforce Investment Board (SFWIB), SFWIB staff, Contractors (Service Providers), Training Vendors, Businesses, customers/job seekers and Employees in Region 23 (Miami-Dade and Monroe counties).

### **II. SUBJECT**

Services to Individuals with Disabilities

### **III. PURPOSE**

The purpose of Services to Individuals with Disabilities Policy is to provide all SFWIB stakeholders with parameters in providing contracted service providers with the standard operating procedures in serving Individuals with Disabilities that utilize CareerSource South Florida job seeker services.

### **IV. STATUTORY AUTHORITIES**

Workforce Innovation and Opportunity Act (WIOA), Public Law (Pub. L.) 113-125 enacted July 22, 2014, supersedes Public Law 105-220, Workforce Investment Act of 1998 (WIA)  
Florida Statutes, Title XXXI, Chapter 445, Workforce Innovation Act of 2000  
Title 20 Code of Federal Regulations (Title CFR 20)

Section 188 Workforce Innovation and Opportunity Act (WIOA) Non-discrimination and Equal Opportunity Regulations (29 CFR Part 38) prohibits discrimination against individuals in any program or activity that receives financial assistance under Title I of WIOA as well as by the one-stop partners listed in WIOA Section 121(b) that offer programs or activities through the One-Stop / American Job Center (AJC) system.

### **V. BACKGROUND**

Section 188 prohibits discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, citizenship status or because of an individual's participation in a program or activity that receives financial assistance under Title I of WIOA.

### **VI. ELIGIBILITY**

These legal requirements ensure the One-Stop Career Center systems across the country provide equal opportunities for employment, retention, self-sufficiency, earnings and occupational skill attainment for persons with disabilities. CareerSource South Florida (CSSF) service providers shall:

1. Provide WIOA activities in a manner that promotes the informed choices of job seekers with disabilities and actively involves the job seekers in decisions affecting their participation in such activities;
2. Eliminate training disincentives for hard-to-serve populations by effectively utilizing community programs, services and agencies; and
3. Increase the employment, retention and earnings of individuals with disabilities

## **VII. SERVICE TO INDIVIDUALS WITH DISABILITIES APPLICATION /AGREEMENT**

Job seeker services are delivered in an integrated manner within the center. Service providers shall provide effective and meaningful opportunities for people with disabilities to participate in or benefit from employment services set forth in the WIOA alongside other job seekers.

Job seekers with disabilities are to be served like all other job seekers. However, when a job seeker with a disability needs additional assistance, the following steps should occur:

### **General**

- If interpretive services are required, staff will follow the CSSF Interpretive Service Request Procedures.
- Where individual circumstances require disability-specific types of assistance that center staff would routinely assist a job seeker with, however, are not able to provide, the designated center Disability Coordinator shall be contacted.

### **Adaptive Equipment**

- Each center has been equipped with the following adaptive equipment: Zoom Text, JAWS for Windows, Patriot Eagle Video Magnifier, large trackball mouse, adjustable workstation, and Florida Relay services.
- People with disabilities may already be familiar with this equipment and just need to be directed to the location of the adaptive equipment.
- If the person requires assistance with the equipment that other staff members are not able to provide, the center Disability Coordinator shall be contacted for further assistance.

### **Individualized Assessment**

- An individualized assessment is conducted to determine whether the job seeker would benefit from specialized services.
- The job seeker will then have the option to choose which services are most desirable.
- The center Disability Coordinator and/or appropriate staff will make appropriate referrals and follow-up.

## **VIII. EXCEPTIONS**

Exceptions to this policy, or any part thereof, must be approved in writing by the SFWIB Executive Director.