

Disability Plan Introduction

Organizational Readiness: Are You Prepared?

Please take some time to do an honest assessment of how prepared your organization is to engage people with disabilities. By taking the time early on to determine your organization's interest, commitment, assets, and foreseeable challenges, you can avoid delays and problems later on.

Please address the following questions in your Disability Plan:

1. Describe your vision of people with disabilities in your organization.
2. What is your motivation for wanting to involve people with disabilities in your organization?
3. What expectations do you have for your organization and for people with disabilities?
4. What role do you see people with disabilities playing in your organization?
5. How do people with disabilities already participate with your organization?
6. What resources in your organization exist to ensure success for involving people with disabilities in meaningful service?
7. What organizations exist in your community that might be potential partners in supporting your efforts to engage people with disabilities?
8. In what ways do you hope to expand meaningful service for people with disabilities in your organization?

*Adapted from "A Practical Guide For Developing Agency-School Partnerships For Service-Learning"

Assessment of Organizational Readiness to Support Meaningful Service –

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| YES NO | Does your organization have a positive, widely shared vision about the role of people with disabilities as volunteers and leaders in the organization? |
| YES NO | Do people in your organization see people with disabilities as a valuable resource for fulfilling your mission? |
| YES NO | Are people with disabilities an active part of decision making processes that affect them and the work/service they will do? |
| YES NO | Do agency staff say more positive than negative things about people with disabilities? |
| YES NO | Does your organization have policies that allow people of all abilities to volunteer? |
| YES NO | Are meetings held at times and locations at which people with disabilities can participate? |
| YES NO | Are training and orientation materials about your agency provided in a language, format and style that people with disabilities can understand and enjoy? |
| YES NO | Is your orientation and training geared to the diversity of the person with disabilities who will be serving? |

General Disability Resources

- The Access Board
(800) 872-2253 (v) - (800) 993-2822 (tty)
Website: www.access-board.gov
Sets guidelines for accessibility standards. Provides technical assistance on accessibility requirements for transportation, architecture, and communication.
- ADA Information Line
800-514-0301 (voice) 800-514-0383 (TTY)
Website: www.usdoj.gov/crt/ada/adahom1.htm
Call the Department of Justice's toll-free hotline to obtain answers to general and technical questions about the ADA and to order technical assistance materials.
- Disability and Business Technical Assistance Center
(800) 949-4232
Website: www.adata.org
- Eastern Paralyzed Veterans Association
Publications Hotline: 1-800-444 0120
Offer a many helpful publications free of charge.
Website: www.epva.org
- Job Accommodation Network (JAN)
800.526.7234
Website: www.jan.wvu.edu
Offers consultation and recommendations and extensive information relating to reasonable accommodations.
- InfoTech
1-800-331-3027
Provides information and referrals about assistive technology.
- U.S. Department of Justice
Americans with Disabilities Act (ADA) HOME PAGE: www.usdoj.gov/crt/ada/adahom1.htm
- Social Security Administration:
800-772-1213 (voice) 800-325-0778 (TTY)
Website: www.ssa.gov
- A list of state vocational rehabilitation offices can be found on the Social Security Administration's website: www.ssa.gov/work/ServiceProviders/rehabproviders2.html

National Service Disability Resources

- Available through National Service Resource Center's website (www.etr.org/nsrc):
 - [Activity Guide to Inclusion of People with Disabilities](#) by Helen Lowery
 - Videos:
 - [AmeriCorps: Persons with Disabilities Getting Things Done](#)
 - [Ten Commandments of Communicating with People with Disabilities](#)
- Documents that can be downloaded from the web:
 - [AmeriCorps Program Directors Resources Guide to Disability Inclusion](#) by Drake University Disability Resource Center. www.etr.org/nsrc/pdfs/disabilquid.pdf or through www.etr.org/nsrc/online_docs.html
 - [Recruiting Members with Disabilities and Using an Inclusive Application Process.](#) www.nationalservice.org/resources/epicenter
 - [Activity Guide to Inclusion of People with Disabilities](#) by Helen Lowery. www.cns.gov/jobs/fellowships/1998-99.html
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- The United Cerebral Palsy (UCP) website, www.ucp.org, has a range of materials developed by Access AmeriCorps, the Corporation's former disability training and technical assistance provider.

- The Corporation for National Service's Equal Opportunity Office:
(202) 606-5000, ext. 312 (voice)
(202) 565-2799 (TDD)
email: eo@cns.gov, or through www.nationalservice.org
- The following guidelines for Corporation Grantees are available as downloadable PDF files at: www.cns.gov/about/eo/index.html
 - Non-Harassment Guidelines
 - Acceptable Interview Questions
 - A Quick primer on Disability Law
 - Accessibility Guidelines
 - Non-Discrimination Guidelines
- Questions and Answers from the Access: Opening the Doors Conference. Responses to questions concerning legal responsibilities, reasonable accommodations, program accessibility, disability funds, member compensation, and recruitment as they relate to including people with disabilities in national service.
www.nationalservice.org/resources/cross/index.html
- AmeriCorps: Everyone Can Serve Everyone Can Succeed: A Guide to Creating and Maintaining a Diverse Corps prepared by and available through the Institute on Disabilities Pennsylvania's University Center for Excellence in Developmental Disabilities Education, Research, and Service.
Website: www.temple.edu/inst_disabilities/iod/welcome.htm
(215) 204-1356 (Voice/TTY)
email: lisson@vm.temple.edu

(National Service Inclusion Project: <http://www.serviceandinclusion.org/>)

(National T/TA provider on disability issues for the Corporation for National and Community Service)

Frequently Asked Questions

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