

**Rice County**

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## **Accommodation Request Form**

K-State Research and Extension and Rice County strive to make its programs and events accessible to all Kansans who are otherwise eligible to participate in the activities. This applies to local and state events/programs. Reasonable accommodations are often possible for persons with disabilities who wish to participate, so long as granting the accommodations does not fundamentally alter the nature of the program, cause undue hardship or otherwise cause a direct threat to the health or safety of others. K-State Research and Extension and Rice County will work with the participant to identify a reasonable accommodation which provides access to the desired program. Please note that the accommodation may not be the one proposed by the participant.

K-State Research and Extension and Rice County recognize that accommodations may be requested orally and in person, up to the date of the event. However, the timing and manner of a request potentially reduces our ability to determine a reasonable accommodation. It is essential for the **Accommodation Request Form** to be **filled out FIRST** at the local level in collaboration with a local Extension professional to launch a formal accommodations process.

Because it can take time to plan for some accommodations, KSRE requests that the form be submitted no later than two weeks prior to the event or activity. Submitting a request for accommodation on shorter notice may reduce or limit our ability to implement the accommodations.

Upon receipt of the **Accommodation Request Form** and the **Verification of Disability Form along with an in-person, virtual or phone intake process**, an eligibility team will determine accommodations. The team may consist of KSRE and K-State Human Capital Services personnel as well as people knowledgeable about the day-to-day activities of the Extension user.

Following the eligibility meeting, persons requesting accommodations will be notified via email of the results.