

FNS-Reasonable Accommodation Process 101

The purpose of a reasonable accommodation is to assist an employee with a qualified disability or a religious consideration to continue performing their assigned duties successfully.



The FNS Reasonable Accommodation Coordinator (RAC) is Sheila Kopczynski, (208)-202-2811 or Sheila.kopczynski@usda.gov

Brief Overview of the Process:

1. **Employee Request:** There are no required words. The employee or the employee's representative may make a request to the supervisor or the FNS Reasonable Accommodation Coordinator (RAC). It may be offered as a question or a direct request. If verbal it is followed up by the employee submitting an AD-1163.
2. **Review & Info Gathering:** The FNS RAC is contacted and begins the process of gathering information, from the supervisor and employee.
3. **Interactive Meeting #1:** Required prior to making a RA decision. Best source of information in the process because it comes from the employee and the supervisor. They can be done with both the employee and supervisor, or individually. There may be more than one of these sessions depending on the RA request and the medical condition/treatment plan duration.
4. **Supervisor's Decision:**
 - Captured in a decision memo and if approved an AD-1164; if not approved an AD-1165.
 - The decision is made based on a business needs analysis balanced with the employee's request. The business needs analysis is completed with the RAC's assistance.
5. **Implementation of the RA:**
 - RA is living; adjusted as needed when a change is warranted by either FNS or employee's medical condition/treatment plan.
 - Examples of items to implement: Work schedules changed in WebTA, equipment ordered and delivered, SF-52 initiated as needed.
 - May have phases based on the employee's medical condition/treatment plan.
6. **Monitoring the RA:**
 - Checks for continued effectiveness are scheduled to occur based on the supervisor's request or the employee's type of reasonable accommodation (Permanent, or Interim).
 - Initiated by the supervisor or employee at any time either one of them or both of them determines the current accommodation is no longer effective.
 - Documented for the record.