**Reasonable Accommodation Process**

**STEP 1:**
Reasonable Accommodation Request received. Requests can be made verbally or in writing to OEEO or the supervisor.

**STEP 2:**
OEEO sends acknowledgement correspondence to requesting employee. Correspondence includes RA Request Form, Medical Information Form, and HIPAA release to be completed and returned to OEEO for review and processing.

**STEP 3:**
RA packet is reviewed for completion and identification of next steps.

**STEP 3A:**
On-the-spot accommodation granted.

**STEP 3B:**
Medical documentation is submitted to the onsite medical provider for review and advisement. Medical documentation should indicate the accommodation is needed to perform essential functions of position.

**STEP 4:**
Medical advisement received.

**STEP 4A:**
Notify requesting employee and supervisor of advisement.

**STEP 4B:**
If additional information is needed, the employee will be notified of options for providing updated medical documentation.

**STEP 5:**
Accommodation Decision.

**Key Terms**
- RA: Reasonable Accommodation
- OEEO: Office of Equal Employment Opportunity
- HIPAA: Health Insurance Portability and Accountability Act
- On-the-Spot Accommodation: When a disability is obvious or visible, an accommodation can be provided immediately (i.e. sign language interpreter)
- Interactive Dialogue: Continuous communication between the requester and Decision Maker

If you need to request a reasonable accommodation, please send an email to the RA mailbox at Reasonable.Accommodations@usmint.treas.gov.