



April 24, 1992

MEMORANDUM

TO: Deans, Directors and Department Chairs

FROM: John Torphy

SUBJ: Reasonable Accommodations for Individuals with Disabilities

Questions have been raised during the past year regarding the costs and funding of providing reasonable accommodations for individuals with disabilities at UW-Madison sponsored activities (e.g., lectures, conferences, etc.). The purpose of this memorandum is to outline a procedure to ensure that such accommodations are not denied and to provide a "guarantee" that costs incurred in providing such accommodations from Fund 101 do not adversely affect the budgets of individual units on campus. As noted below, the actual costs of such accommodations are almost always relatively small.

The policy of the Board of Regents of the University of Wisconsin System is to ensure that no qualified person, shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the University of Wisconsin System. Each qualified person shall receive reasonable accommodations needed to ensure equal access to educational opportunities, programs and activities in the most integrated setting appropriate.

Many of these accommodations cost nothing at all (i.e., preferential seating, special parking, priority registration, medical withdrawal). The vast majority cost under \$500. Following are some examples of accommodations that may require an expenditure:

- sign language/oral interpreter (average cost: \$21 per hour, 2 hour minimum),
- enlarged print (use your copy machine), braille (average \$1 per page),
- typed materials (\$4.50-\$7.50 per hour for student assistant),
- Telecommunications Device for the Deaf (\$250-\$500),
- adjustable table (\$250-\$350, or put table on wood blocks).

Financial responsibility for providing reasonable accommodations (other than barrier removal projects and direct course-related accommodations for students) belongs to the unit sponsoring the activity for which the accommodation is requested. Accommodations for conferences, lectures, seminars, etc. for which there is an attendance fee should be paid from the respective fee income. Fund 131 sponsored activities must provide reasonable accommodations from existing 101 budgets. However, to help alleviate a real or perceived financial burden on already strained budgets, the Office of Budget, Planning and Analysis will establish a "guarantee" reserve to offset any fiscal year-end deficits that result from providing these accommodations.

Office of Budget, Planning and Analysis

170 Bascom Hall University of Wisconsin-Madison 500 Lincoln Drive Madison, Wisconsin 53706-7300



September 2007

MEMORANDUM

TO: Deans, Directors and Department Chairs

FROM: Darrell Bazzell

SUBJECT: Reasonable Accommodations for Individuals with Disabilities

Given the current budget situation, questions may be raised about the costs and funding of providing reasonable accommodations for individuals with disabilities at UW-Madison. The purpose of this memorandum is to outline a procedure to ensure that such accommodations are not denied and to provide a “guarantee” that costs incurred in providing such accommodations from Fund 101 do not adversely affect the budgets of individual units on campus. As noted below, the actual costs of such accommodations are almost always relatively small.

The policy of the Board of Regents of the University of Wisconsin System is to ensure that no qualified person, shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the University of Wisconsin System. Each qualified person shall receive reasonable accommodations needed to ensure equal access to educational opportunities, programs and activities in the most integrated setting appropriate.

Many of these accommodations cost little or nothing at all (e.g., preferential seating, special parking, raising table height using wood blocks, enlarging font size on handouts and exams). The vast majority cost under \$500. Following are some examples of accommodations that may require a more significant expenditure:

- Sign language interpreter (\$40-80/hour, 2 hour minimum, assignment may require teaming, parking, travel and prep time. Weekend rates may apply.)
- Real time captionist (\$60-100/hour, 2 hour minimum, assignment may require teaming, parking, travel and prep time. Weekend rates may apply.)
- Document and media conversion (e.g., conversion to Braille \$1.50 per Braille page, 1 print page = 2-3 Braille pages, electronically scanned print materials)
- Web and media accessibility (e.g., transcripts for podcasts, captioning for videos, etc. see <http://www.doit.wisc.edu/accessibility/index.asp>)

- Telecommunication equipment the individuals who are Deaf or hard of hearing (\$250-\$600)
- Adjustable work table (\$250-\$750).

Financial responsibility for providing reasonable accommodations (other than barrier removal projects and direct course-related accommodations for students) belongs to the unit sponsoring the activity for which the accommodation is requested. Accommodations for conferences, lectures, seminars, etc., for which there is an attendance fee, should be paid from the respective fee income. Fund 101 sponsored activities must provide reasonable accommodations from existing 101 budgets. However, to help alleviate a real or perceived financial burden on already strained budgets, the Office of Budget, Planning and Analysis has established a “guarantee” reserve to offset any fiscal year-end deficits that result from providing these accommodations.

Allocations will be made from this reserve, at fiscal year end, under the following conditions:

1. the unit sponsoring the activity/program pays for the accommodations from their existing 101 funds;
2. the type and cost of accommodations being provided are reported to the Office of Budget, Planning and Analysis prior to, or at least at the time the activity takes place;
3. the fund 101 budget from which the accommodations are paid must have a fiscal year end deficit and the costs of the special accommodations must have contributed to that deficit;
4. the amount of the allocation will be limited to the amount of the fiscal year end deficit or the cost of the accommodations, whichever is smaller.

The McBurney Disability Resource Center and the Office of Equity and Diversity have authority for determining if individuals are “qualified disabled persons” and with assisting in identifying reasonable accommodations. For more information on disability determinations and/or assistance with reasonable accommodations, you may contact Cathy Trueba, McBurney Disability Resource Center Director, 263-2741, cmtrueba@odos.wisc.edu for student-related questions or Barb Lanser, Office of Equity and Diversity, 263-2407, blanser@vc.wisc.edu for employee requests.

Budget related question should be directed to me at 263-2509.

DB/df

xc: Cathy Trueba
Barb Lanser
Tim Norris
Lori Berquam