



STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
DIVISION OF EMERGENCY MANAGEMENT

Greg Engle
Administrator

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**Wisconsin Emergency Management Policy for Reasonable Accommodations
for Individuals with Disabilities**

NOTICE

Department of Military Affairs, Wisconsin Emergency Management (WEM) is committed to providing individuals with disabilities an *equal opportunity* to participate in and benefit from WEM's programs, activities, and services.

Individuals may request *reasonable accommodations* from WEM that they believe will enable them to have such equal opportunity to participate in our programs, activities, and services.

To request reasonable accommodations, contact DMA Medical Coordinator at DMAMedicalCoordinator@widma.gov or by phone at (608) 977-2423.

FREQUENTLY ASKED QUESTIONS (FAQ)

The following FAQ provides information on requesting reasonable accommodations in WEM's programs and activities.

1. What is a reasonable accommodation in WEM's program?

A reasonable accommodation is a change or modification to afford a qualified individual with a disability full participation in WEM's programs or activities, unless modifications of policies, practices, and procedures would fundamentally alter the nature of the program, service, or activity, or result in undue financial and administrative burdens to WEM.

2. How do I request a reasonable accommodation?

If you need a reasonable accommodation, please contact DMA Medical Coordinator at DMAMedicalCoordinator@widma.gov or by phone at (608) 977-2423

3. Does my request for a reasonable accommodation need to be in writing?

No, you do not need to put your request in writing, however, making a written request can be helpful documentation for ensuring that WEM provides the desired accommodation. In addition, you do not need to use the specific words “reasonable accommodations” when making your request.

4. When should I request a reasonable accommodation?

You may request a reasonable accommodation from WEM at any time. However, making the request in advance of a meeting, conference call, or visit will help ensure that WEM is able to fulfill the request for an accommodation.

5. May someone request a reasonable accommodation on my behalf?

Yes, anyone can request a reasonable accommodation on behalf of an individual with a disability who seeks to interact with WEM staff or participate in its programs or activities.

6. What will WEM do upon receiving my request for a reasonable accommodation?

WEM may contact you to obtain more information about your request and to better understand your needs. In addition, WEM may review your request to determine:

- Whether the requested accommodation will be effective in allowing you to participate in the activity or program in which you are seeking participation;
- Whether the requested accommodation is reasonable, or an equally effective alternative to the requested accommodation is available; and
- Whether providing you with the requested accommodation would fundamentally alter the nature of WEM’s program or impose undue financial or administrative burdens on WEM.

In addition, in some cases, WEM/DMA Medical Coordinator may consult with you in an interactive process to determine on a case-by-case basis what accommodations can be made.

If WEM determines that your requested accommodation would fundamentally alter the nature of the program or impose an undue financial or administrative burden, WEM may deny your request. However, in the unlikely event that this occurs, WEM will work with you to identify an alternative accommodation that allows you to effectively participate in WEM’s program, activity, or service.

7. May WEM request medical documentation from you after receiving your request for a reasonable accommodation?

No, WEM may not request medical documentation after receiving your request for a reasonable accommodation. WEM's questions will be limited to understanding the barrier to your ability to participate in the program or activity in which you are interested and the nature of an accommodation that will remove this barrier.

8. May WEM charge you the cost of providing the reasonable accommodation?

There will not be a cost for a reasonable accommodation.

9. What are some examples of reasonable accommodations?

There are many types of reasonable accommodations. Some examples of how WEM provides reasonable accommodations include:

- Producing alternate formats of print materials in braille, large print, or in an electronic format
- Providing remote conference captioning services