The Reasonable Accommodation Process

Request for a Reasonable Accommodation

Obvious Disability

Non Obvious Disability

Employee completes Form CD-575 (Rev. March, 2013), Part A

The Interactive Process begins

The employee contacts and forwards the CD-575 (Rev. March, 2013) to the RAC

The manager (deciding official) will make a decision within 20 business days from date of initial request

Approved

The deciding official will:

Complete the CD-575 (Rev. March, 2013), Part B

Give the employee a copy

Submit a copy to the RAC

Denied

The deciding official will:

Draft a letter (including the basis for denial)

Submit it to the RAC

The RAC will contact OGC and CRO for review

After review, the RAC will inform the manager of OGC’s and CRO’s advice

The manager will give the employee and RAC a copy of the final denial letter

Employee completes Form CD-575 (Rev. March, 2013), Part A

The Interactive Process begins

The employee contacts and forwards the CD-575 (Rev. March, 2013) to the RAC, along with medical documentation

The manager (deciding official) will make a decision within 20 business days from date of initial request

Denied

The deciding official will:

Draft a letter (including the basis for denial)

Submit it to the RAC

The RAC will contact OGC and CRO for review

After review, the RAC will inform the manager of OGC’s and CRO’s advice

The manager will give the employee and RAC a copy of the final denial letter

Approved

The deciding official will:

Complete the CD-575 (Rev. March, 2013), Part B

Give the employee a copy

Submit a copy to the RAC