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## Accommodation Reimbursement Fund Training Guide

This training guide is organized to help you navigate your way through the application process for Minnesota's Accommodation Reimbursement Fund. Use the application checklist to ensure that you have everything you need to complete the application. The section following the checklist provides further information regarding the different fields in the application form.

### Application Checklist

- I have a signed [Employee Consent Form](#)
- I have receipts/invoices detailing accommodation expenses.
- If the accommodation was made for an applicant, a hiring decision has been made
- The cost of the accommodation is not eligible for reimbursement from other funding sources, such as workers' compensation or private insurance (See "Other Funding Sources" section below for more information).
- I have completed and submitted the [Online Application Form](#) or emailed an Excel Application Form to [AccommodationFund@state.mn.us](mailto:AccommodationFund@state.mn.us).

Within one week of completing your application, an email will be sent to the address provided on the application. This email will acknowledge the receipt of your application, as well as outline what you can expect as the application process progresses.

### Application Form

#### Entering Your State Agency

The Accommodation Reimbursement Fund is available only to agencies within the executive branch. Please [contact Accommodation Fund staff](#) if you believe your agency was omitted from this list in error.

#### Selecting the Type of Accommodation

The founding legislation for the fund ([MN 16B.4805](#)) details what types of accommodations are eligible for reimbursement. Use the guide below to determine the category to which your accommodation belongs (Question 6 on application form).

- If a job applicant requested the accommodation, then the costs are eligible for reimbursement. Select the first option for Question 6 on the application form.
- For current employees requesting the accommodation to be eligible for reimbursement, the accommodation(s) must:
  - Be provided on a periodic or ongoing basis (e.g., sign language interpreters for monthly staff meetings). In this case, select the second option for Question 6 on the application form; **or**

- Be provided on a onetime basis and total more than \$1,000 for a single employee during a fiscal year (e.g., screen-reading software for \$950 plus a handheld Braille labeller for \$60). In this case, select the third option for Question 6 on the application form.

### **Indicating Applicant Outcome**

If a job applicant requested the accommodation, indicate whether or not the applicant was hired to fill the position. Please note, you must make a hiring decision before submitting your reimbursement application.

### **Uploading a Receipt/Invoice**

Please upload a receipt, vendor invoice, or vendor estimate that clearly outlines the cost of the accommodation. If the amount indicated on the receipt/invoice differs from the amount you are requesting, please indicate the reason for the difference on the receipt/invoice.

### **Other Funding Sources**

You are asked to confirm that the cost of the accommodation cannot be refunded via other funding sources, such as workers' compensation, private insurance, etc. Although the fund is designed to reimburse costs related to providing reasonable accommodations, it is not meant to replace existing funding sources. To be clear, an agency's budget is not considered an existing funding source; if accommodation costs were historically absorbed by an agency's budget, these costs are now eligible for reimbursement through the fund.

### **Accommodation Agreement**

Please indicate whether or not there is a written accommodation agreement that exists between the employee who requested the accommodation and the employing agency. A copy of the accommodation agreement form can be found on [Minnesota Management and Budget's \(MMB\) Reasonable Accommodation page](#).

## **Other Information**

### **Definition of Reasonable Accommodation**

A reasonable accommodation is defined as "step(s) which must be taken to accommodate the known physical or mental limitations of a qualified disabled person" ([Minnesota Statutes 363A.08 Subd. 6](#)). Some examples include job restructuring, modification of work schedules, acquisition or modification of equipment, and the provision of aides.

## **Still have questions?**

Please contact Accommodation Fund staff at [AccommodationFund@state.mn.us](mailto:AccommodationFund@state.mn.us).