

STAR Policy 200-01: Accommodation Fund

Version: 1.0

Effective Date: July 1, 2026

Policy Statement and Rationale

The State of Minnesota's Accommodation Fund was established under Minnesota Statutes, section 16B.4805, to reimburse executive branch state agencies for up to 50% of eligible expenses incurred in providing reasonable accommodations to applicants for employment and state employees with disabilities, subject to available funding.

The purpose of the Accommodation Fund is to:

- Promote equitable access for state employment opportunities for job applicants with disabilities.
- Support inclusive and accessible workplaces for current state employees with disabilities.
- Reduce financial barriers associated with providing reasonable accommodations.

The Minnesota Department of Administration (Admin) is authorized to reimburse eligible expenses for reasonable accommodations in the following circumstances:

- Expenses for accommodations for employment applicants.
- Expenses for state employees for services provided on a periodic or ongoing basis.
- One-time expenses for current state employees that exceed \$500 per employee within a fiscal year.

Subject to fund availability, agencies may receive reimbursement for up to 50% of eligible accommodation expenses. Admin reserves the right to limit reimbursement amounts per state employee, per agency, or per fiscal year to ensure equitable access to the fund across state agencies.

Requests for reimbursement must be submitted according to deadlines posted on the [Accommodation Fund website](#) established for each fiscal year quarter.

Agency Responsibilities

Agencies are responsible for:

- Designating one or more authorized representatives to submit reimbursement requests on behalf of the agency.

- Obtaining approval from the agency's ADA coordinator or designated accommodation authority prior to submitting reimbursement requests.
- Maintaining confidentiality of disability-related information, including redacting the name of the employee or job applicant from reimbursement documentation.
- Complying with procurement and purchasing requirements.
- Retaining documentation related to reimbursement requests.
- Responding to questions or requests for additional information in a timely fashion.
- Submitting accurate and complete reimbursement requests by established deadlines.

Agencies remain responsible for providing reasonable accommodations regardless of reimbursement availability.

Reimbursement Documentation Requirements

Requests for reimbursement must include sufficient documentation to support the expense and demonstrate that the accommodation relates to the employee's job duties or the applicant's participation in the hiring process. Required documentation may include:

- Detailed invoices or receipts for equipment or services.
- For CART, captioning, interpreting, or similar event-based services:
 - Name of the event.
 - Date and time of the event.
 - Number of employees served.
 - Description of the event.
 - Explanation of how the event relates to the employee's job duties or work responsibilities.
- Documentation showing the difference in costs associated with travel accommodations or accessible transportation services.
- Proof of payment, if requested by Admin.
- Any additional documentation requested by Admin to verify eligibility.

Ineligible Expenses

The Accommodation Fund will not reimburse for:

- Late fees or finance charges.
- Expenses from prior fiscal years.
- Standard office equipment or furniture not specifically required as a reasonable accommodation.
- Ergonomic assessments or ergonomic equipment that are not associated with an ADA-documented disability.
- Expenses unrelated to an employee's essential job duties.
- Personal items not necessary for employment.
- Costs covered through another funding source.
- Expenses incurred outside the scope of Minnesota Statutes, section 16B.4805.

Admin may determine additional expenses to be ineligible for reimbursement based on a case-by-case comprehensive audit and analysis.

Applicability

This policy applies to all departments, agencies, offices, councils, boards, commissions, and other entities in the executive branch of the State of Minnesota.

Definitions

ADA: The Americans with Disabilities Act (ADA). Established by [42 U.S.C. §§ 12101–12213](#), the ADA bans discrimination in hiring, advancement, pay, and training. Employers must provide reasonable accommodations unless it causes undue hardship.

Authorized Representative: An employee designated by an agency to submit Accommodation Fund reimbursement requests and related documentation on behalf of the agency.

CART Services: Communication Access Realtime Translation (CART) services that provide live captioning accommodations.

Reasonable Accommodation: Per Minnesota Statutes, section 363A.08, subdivision 8, 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.”

Resources and Related Information

- [Minnesota Statutes, section 16B.4805](#)
- Agencies interested in applying for reimbursement are encouraged to visit the [Accommodation Fund website](#) for additional information.

History and Updates

| Version | Description | Date |
|---------|---------------------|--------------|
| 1.0 | Initial Publication | July 1, 2026 |

Policy Owner/Contact

Program director, MN STAR Program