

## Accommodation Fund Frequently Asked Questions

- **I am an employee with a disability and need an accommodation. What are my next steps?** Per [Minnesota state policy #1433](#), an agency applicant or employee may make a reasonable accommodation request to any or all of the following:
  - Immediate supervisor or manager in the employee's chain of command;
  - Agency Affirmative Action Officer/Designee;
  - Agency ADA Coordinator;
  - Agency Human Resources Office
  - Any agency official with whom the applicant has contact during the application, interview and/or selection process.
- **Who qualifies for reimbursement?** All employees or job applicants of Executive Branch Agencies are eligible. Board members, interns, unpaid students, and volunteers are not eligible.
- **Can anyone submit a request to the Accommodation Fund?** No. Each Agency or Board has an approved Submitter. Applications will only be processed from the authorized agency representative. If you do not know who that is for your agency, email the Accommodation Fund at [AccommodationFund@state.mn.us](mailto:AccommodationFund@state.mn.us).
- **I am a supervisor and our department's budget paid for an accommodation for an employee. How do I apply for reimbursement from the Accommodation Fund?** Contact your authorized agency representative. If you do not know who that is for your agency, email the Accommodation Fund at [AccommodationFund@state.mn.us](mailto:AccommodationFund@state.mn.us).
- **Do you need the employee or job applicant's name?** No. You should redact the employees or job applicant's name off all submitted documentation.
- **Can I Submit a One-Time Expense Accommodation request for an employee if the amount is under \$500?** No, but if the employee has other expenses within the same fiscal year and the accumulative total is \$500 or higher, you can submit multiple purchases together.
- **My agency is hosting a training or meeting. Can we be reimbursed for accommodations provided to employees who attend from other agencies?** No. You can only be reimbursed for employees of your agency. Costs paid to accommodate another agency's employees are not eligible for reimbursement from the Accommodation Fund. It is the responsibility of the agency to ensure meetings and trainings are accessible to all.
- **I just received a request from a prior quarter, can I still submit it?** Yes, if it is within the same State Fiscal Year.
- **We received a late fee on our invoice from the vendor. Can we be reimbursed for the late fee?** No, late fees are not reimbursable expenses.
- **An employee has requested an ergonomic workstation, can this be submitted for reimbursement?** Applications for ergonomic workstations can be submitted if the purpose is to accommodate an employee's disability so he or she may perform work tasks. General "health and wellbeing" purchases do not qualify for reimbursement. If a request is submitted, the Accommodation Fund will request written confirmation from the submitter that the equipment is for a documented ADA disability.