

Hello, and welcome to the online training video for Minnesota's Accommodation Fund. This fund was established to provide reimbursements for eligible expenses made by Minnesota executive branch agencies for accommodations for applicants and employees with disabilities. To apply for reimbursement, agencies must apply and provide supporting documentation. To assist you with filling out the online application, we have designed this step-by-step demonstration.

If you would prefer to submit your request via Excel, please contact the Accommodation Fund staff.

Let's begin. We are looking at the website for the Accommodation Fund and any related news and information. If you're not on this page already, let's go ahead and navigate there by going to mn.gov/admin/accommodation-fund.

There are a few things that we're going to need to organize before we can begin filling out the application. First, you are required to have a signed employee consent form on file before submitting a request. You can find this under the "Apply for Reimbursement" tab and the "Employee Consent Form (PDF)" link. By clicking on this link, you will download the file to your computer. Once downloaded, you can fill it out with the employee who requested the accommodation and maintain it in your records (Note* You will keep this consent for your files but will not submit it with the application as it is private data).

Additionally, you will also need an invoice that outlines the cost of the provided accommodation. This document will be uploaded on the online application form in PDF format. (Note* before uploading the invoice, make sure that you have redacted the employee's name.) You may also find it helpful to download the training guide. The guide has more information regarding the application process and the necessary materials.

Now that we have everything we need, let's fill out the application. To begin, click on the link for the "Online Application Form." That link should now have brought us to this page: this is the login access page for the online application form. You should now login with the username and password that were provided to you.

On this page, enter the access code that was provided to you by the Accommodation Fund staff. Click "Apply." You can find the "Apply" link in the navigation menu in the upper right-hand corner.

We are now looking at the online application form.

The first question is about the consent form. If you do not have one on file, you will not be able to proceed.

Next, you will be asked to confirm that this accommodation is NOT eligible for reimbursement from any other funding source if it is the application does not qualify.

Now you see "Project Name," which is simply the quarter that you are submitting for reimbursement.

After selecting the appropriate quarter, you will choose the "Type of Accommodation." You will see

there are three eligible types of accommodations. The first is "Any expenses for a job applicant." The second is "Periodic or ongoing services for a state employee." The final one is "One-time expenses for state employees that total more than \$1,000 in a fiscal year." Here is another look at the three types of accommodations that are eligible for reimbursement. If the accommodation was made for an applicant, select the first option. All accommodations made for applicants are eligible. The second option should be chosen if the accommodation is provided to a current employee on a periodic or ongoing schedule. Examples might include hiring sign language interpreters to accommodate a Deaf employee during quarterly, agency-wide meetings. Select the third option if you are seeking reimbursement for accommodation, or multiple accommodations, that were made for a single employee and whose costs totaled more than \$1,000 in a fiscal year. More information about categorizing accommodations can be found in our supplemental training guide.

For the next question, if the accommodation was for an applicant, indicate whether or not the applicant was hired. Note that you must make a hiring decision before you can seek reimbursement for accommodations made for applicants.

This next field asks you to describe the nature of the accommodation that was provided. For example, sign language interpreters are typically used to assist people who are Deaf or hard of hearing, which meet the definition of hearing-related accommodation. However, others may use interpreters because they are unable to speak verbally. This case would be labeled as a speech-related accommodation. Please note that you are allowed to make multiple selections in your answer. Also, if you select "Other," specify the nature of the accommodation, the field that's provided.

The next question is "Outstate." We are tracking where the employee/applicant's principal workplace is. If it is outside of the metro area you will select "yes". This question is not where the accommodation was provided.

Now you will enter the amount of accommodation. This amount must be equal to, or less than, the actual cost incurred by your agency when you paid for the accommodation. Next, you will upload the receipt or invoice that you collected earlier. Make sure that it marks the cost of the provided accommodation. If you are submitting for more than one applicant, upload all of the documents now for all of the applicants. Please make sure to note on each page which applicant it is for (ex. Applicant, applicant 2). *NOTE the submitted documents must be in pdf format).

Now you are asked if you would like to submit for a 2nd application. If the answer is yes, you will answer the same questions that you did in application one. If you are not submitting any more applications now you will select "submit application," and you are done.

