



The Office of Disability Employment Policy,
U.S. Department of Labor,
funds the Job Accommodation Network.

- Access to a national database to assist you in identifying local resources that provide employment support services for your business and for your employees with disabilities.
- Skilled presentations for events sponsored by corporations, organizations and federal, state, and local governments.
- Training workshops presented by JAN's consultants at professional conferences.
- An annual national symposium to increase your understanding of available accommodations.
- Distance-learning resources to help you train your human resource personnel about making accommodations for individuals with disabilities.
- A Web site containing thousands of links to other on-line resources.

Are There Other Ways JAN Can Help You?

Absolutely! JAN offers numerous services, including:

To find out more about JAN's services, call 1-800-526-7234 (Voice/TTY).

1-800-JAN-7234 (V/TTY)

Your Accommodation Information Resource

Job Accommodation Network
is a **Free Service** of the
Office of Disability Employment Policy
U.S. Department of Labor



Web Sites

JAN Home Page

<http://www.jan.wvu.edu>

Searchable On-line Accommodation Resource (SOAR)

<http://www.jan.wvu.edu/soar>

Office of Disability Employment Policy

<http://www.dol.gov/odep>

E-mail: jan@jan.wvu.edu

Fax: 304-293-5407

Mail: PO Box 6080, WVU

Morgantown, WV 26506-6080

Office hours: Calls are answered 8 a.m. to 8 p.m. Eastern Time, Monday through Thursday, and Fridays from 8 a.m. to 7 p.m.

All lines are Voice/TTY. Voice mail is available for after-hours calls. Internet resources are available at all times.

JAN provides information in alternate formats: Braille, large print, audio tape, diskette, and CD-ROM, as well as materials in Spanish.

What is the Job Accommodation Network (JAN)?



is the nation's premier source for information on job accommodations. Started in 1983, JAN responds to more than 32,000 inquiries annually from employers, job seekers and employees with disabilities and their families as well as service providers in the community. Staffed by skilled and experienced professional staff, JAN's "consultants" provide technical assistance on workplace accommodations, the Americans with Disabilities Act (ADA), and key community resources.

Callers will receive:

- Individualized accommodation information for use in the workplace, job training environment, or classroom setting.
- Information about the Americans with Disabilities Act and other disability-related employment legislation.
- Information on thousands of disability service organizations, facilities, and agencies.

Anyone may call JAN for information about job accommodations and disability employment issues. Services are provided **free of charge**. JAN's consultants respond to questions regarding all types of disabilities, jobs, and business or training environments. JAN preserves the confidentiality of communication between caller and consultant.

When Should JAN Be Contacted?

You will find JAN helpful when:

- You, your employee, or your client has a disability and needs an accommodation to continue to perform the required job duties or to improve productivity.
- You want to explore potential accommodations for yourself, a job applicant, or a client at any point in the employment process whether it is during the job application process, job change, or a promotion.
 - You are an employer who is evaluating or changing your job application and interviewing processes.
 - You need to know about your responsibilities or rights under the Americans with Disabilities Act.
 - You need information about communicating effectively and appropriately with people who have various disabilities.
 - You, as an employer or service provider, are developing policies and procedures that may impact persons with disabilities.
 - You need to make your place of business more accessible.
 - You, as an employer or service provider, need to make an accommodation to facilitate an employee's or a client's participation in your training or professional development programs.
- You, as a service provider, want to help a client explore small business ownership or other self-employment options.

Explore potential accommodation solutions across a wide range of functional limitations and work tasks using JAN's dynamic on-line tool SOAR at <http://www.jan.wvu.edu/soar>

How Does JAN Work?

When you call JAN, a consultant will help you clearly define your accommodation needs based on:

- An individual's limitations such as walking, hearing, or remembering.
- The specific activities or job functions to be performed such as using a computer, assembling parts, or participating in meetings.
- Other relevant conditions in the work environment such as available equipment.

A JAN consultant will determine a set of practical accommodation solutions based on the information you provide. You may choose to receive detailed accommodation information by fax, e-mail, or U.S. Mail.

What Are the Areas of Expertise of JAN's Staff?

With over 20 years of experience providing callers with customized accommodation answers, JAN's staff understand the full range of available solutions. JAN's staff of 30 dedicated and knowledgeable individuals handle more than 32,000 inquiries each year. Consultants have advanced degrees in rehabilitation counseling, industrial and labor relations, safety and environmental management, ergonomics, special education, psychology, or law.