



A Tradition of Stewardship  
A Commitment to Service

NAPA COUNTY HEALTH AND HUMAN SERVICES AGENCY  
Self Sufficiency Services Division

<p><b><u>POLICY AND PROCEDURE:</u></b></p> <p><b>Learning Disabilities Screening and Referral for Evaluation</b></p> <p><b><u>REVIEW FREQUENCY:</u></b> Every two years</p> <p><b>POLICY # 2000601-2009-19</b></p> <p><b><u>DISTRIBUTION:</u></b></p> <p><input checked="" type="checkbox"/> Employment Services    <input type="checkbox"/> Eligibility Services <input checked="" type="checkbox"/> Quality Mgmt</p>	<p><b>EFFECTIVE DATE:</b> September 3, 2002</p> <p><b>ORIGINAL DATE OF ISSUE:</b> September 5, 2002</p> <p><b>LAST REVISION DATE:</b> January 4, 2019</p> <p><b>APPROVAL:</b> <u>Teresa Brown</u> 1/8/19 Employment Services Manager Date</p> <p><b>APPROVAL:</b> <u>Lynne Perez</u> 1/9/19 SSSD Deputy Director Date</p> <p><b>APPROVAL:</b> <u>Mary Butler</u> 1-11-19 HHS Director Date</p>
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**POLICY STATEMENT:**

It is the policy of the Napa County Health and Human Services Agency (NCHHSA) to ensure that individuals with potential learning disabilities (LD) obtain a professional evaluation and appropriate assistance to help them participate in Welfare-to-Work (WTW) to become employed and self-sufficient.

**ADMINISTRATION:**

Employment Services Worker (ESW)

**DEFINITIONS:**

**Learning Disabilities** – a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning and/or mathematical abilities.

These disorders are intrinsic to the individual and presumed to be due to central nervous system dysfunction. Even though a learning disability may occur along with other handicapping conditions (e.g. sensory or mental impairment); or environmental retardation, social and/or emotional disturbance influences (e.g. cultural differences, insufficient/inappropriate instruction, psychogenic factors); it is not the direct result of those conditions or influences. These disorders interfere with the participant’s ability to obtain or retain employment or enter and participate in the WTW program.

**Psychogenic** – originating in the mind or in mental or emotional processes, having a psychological rather than a physiological origin.

**Screening** – The first step towards identifying individuals with suspected learning disabilities. It involves the use of a recognized and validated learning disabilities screening tool that is administered by designated individuals who have been trained on how to properly administer the tool. All individuals who receive a score on the screening tool that indicates a possible learning disability must be referred for a further evaluation. Individual judgment should not be substituted for the screening tool outcome.

**Evaluation** – the process of determining whether an individual has learning disabilities and/or coexisting disorders. An evaluation is performed by a professional whose training qualifies them to determine whether the participant is unable to successfully complete or benefit from a current or proposed activity assignment.

**Diagnosis** – The formal identification of the specific nature of a learning disability and/or coexisting disorder that could extend beyond the testing and measuring of aptitudes, performance and vocational interests that are associated with a learning disabilities evaluation. Only a highly trained individual such as a psychologist, clinical psychologist, school psychologist, vocational rehabilitation counselor, or psychiatrist may perform a diagnosis.

**Accommodations** – reasonable accommodations are modifications and adjustments that make it possible for a qualified individual with a disability to apply for or perform the essential functions of a job or to participate in assigned WTW activities. The county welfare department and any service providers contracted with CalWORKs monies, must make reasonable modifications of their services to accommodate participants who have disabilities, including learning disabilities.

**END OF POLICY**

## PROCEDURE

### I. Learning Disabilities Screening

- A. The SSSD 3040 - Learning Disabilities Screening Information sheet provides some brief information about the availability of a screening and is presented at the first WTW contact.
  - 1. Anyone who requests a screening after receiving this information sheet must be screened prior to any assignment to a WTW activity.
  - 2. The LD screening information sheet is also provided to the participant whenever the offer of LD screening is made.
- B. The validated learning disabilities screening tools that will be administered by the ESW are:
  - 1. WTW 18 – Learning Needs Screening and WTW 19 – Learning Needs Screening – Client Copy for English speaking participants
  - 2. WTW 48 – Learning Needs Screening (Spanish) and WTW 49 – Learning Needs Screening – Client Copy (Spanish) for Spanish speaking participants
- C. The current LD screening tool is only validated in English and Spanish and can only be used for participants whose primary language is English or Spanish; it cannot be translated into another language.
- D. All new WTW participants must be offered screening for potential learning disabilities at Appraisal.
  - 1. Participants have the right to decline the LD screening. (See Section II)
  - 2. If the participant is suspected of having a learning disability per criteria in Section III, the referral for LD evaluation is made.
  - 3. When the evaluation results are received, the ESW will develop the WTW plan and activities with the participant.
- E. All existing WTW participants who previously declined LD screening, shall be offered screening whenever certain events occur which indicate the participant may have a potential learning disability. These events include, but are not limited to:
  - 1. The participant requests a screening.
  - 2. The participant is in a good cause determination, compliance or sanction process.
  - 3. The participant fails to maintain satisfactory progress in their assigned WTW activity.
  - 4. The ESW suspects the participant may have a learning disability.
  - 5. The ESW observes other indicators of potential learning disabilities, particularly if the results of a previous screening (not evaluation) does not indicate the presence of LD.
- F. Participants may not be sanctioned solely for refusing to be screened or evaluated for learning disabilities. When a participant is hesitant or declines to be screened or evaluated, the ESW must offer an explanation of the following:
  - 1. The right to have or decline the LD screening / evaluation; **and**
  - 2. The benefits of an LD evaluation (i.e. their right to ask for reasonable accommodations if a learning disability is verified); **and**
  - 3. The consequences for not meeting the WTW participation requirements.
- G. To help put the participant at ease about the LD screening/evaluation, the ESW shall offer an explanation regarding:
  - 1. The indicators/facts of a learning disability (i.e. difference between learning disabilities and mental retardation).

2. The areas that will be tested (i.e. aptitudes, information processing, achievement, and vocational interests), who will perform the testing, and how long the evaluations can be expected to last.
  3. The types of reasonable accommodations that are available (i.e. information on adaptive technology and work accommodations).
- H. Once a participant has completed the LD screening, no other offers of screening are required unless the ESW feels it is appropriate following the guidelines under Section I.E.
- I. Upon completion of LD screening, complete the following:
1. Update Test Scores List Page in C-IV to show LD screening completed
    - a. Type = LD Screening (Screening and Evaluation should have separate line).
    - b. Select Name of participant who was screened
    - c. Test Result = LD screening Score
    - d. Date = Date screening was completed.
      - 1) If there is a previous "waived" line, override information with new date.
  2. Make a journal entry the LD screening has been completed, score, and date of screening.
  3. If participant needs to be referred, refer to Section IV
  4. Image and Index the WTW 18 into C-IV

## II. Declining the Learning Disabilities Screening / Evaluation

- A. Should the participant decline the LD screening/evaluation, the ESW will inform the participant that:
1. His/her WTW plan activities will not reflect any accommodations for learning disabilities; **and**
  2. He/she may ask for a LD screening and/or evaluation at a later time.
    - a. If, at a later time a learning disability is identified, the WTW plan will be modified to provide appropriate services and accommodations associated with the disability on a prospective basis only.
- B. The ESW must provide the WTW 17 – Waiver of CalWORKs Learning Disabilities Screening and/or Evaluation, to the participant if he/she declines the screening and/or evaluation.
1. The ESW will provide a copy of the WTW 17 in an appropriate, accessible format, to the participant to read along silently while the ESW reads it aloud to the participant.
    - a. Available, accessible formats include large print, Braille, audiocassette, and floppy diskette. Forms in these formats should be requested from the forms coordinator.
  2. A WTW 17 must be signed every time a participant is offered LD screening / evaluation and it is declined.
  3. Image and index the WTW 17 into C-IV.
  4. A C-IV journal entry is made that LD screening/evaluation was offered and declined and waiver was obtained.
  5. Update Test Scores List Page in C-IV to show LD screening/evaluation waived:
    - a. Type = LD Screening or LD Evaluation (Screening and Evaluation should have separate line).
    - b. Select Name of participant who waived
    - c. Test Result = Waived
    - d. Date = Date most current WTW 17 was signed.
      - 1) If there is a previous "waived" line, override information with new date.
- C. Participants may not be sanctioned solely for declining the LD screening / evaluation

### **III. Learning Disabilities Evaluation Criteria**

- A. The ESW must refer for learning disabilities evaluation those participants who have a suspected learning disability. This includes, but is not limited to those individuals who:
  - 1. Have a positive rating for potential learning disabilities based on the WTW 18 or WTW 48 LD screening tools;
  - 2. Were previously identified as having learning problems (i.e. K-12 Special Education). The ESW will:
    - a. Ask the participant to provide any records of previous LD evaluations, attendance in special education, or medical condition information. With the participant's written consent, the ESW will forward the records to the LD evaluator.
    - b. Assist participants in obtaining this information if they appear to have problems in obtaining it on their own.
  - 3. Are suspected of having a learning disability even though the results from the LD screening did not indicate a potential learning disability.
  - 4. Unaided participants (excluding sanctioned individuals) are not eligible to go through the LD evaluation process. (i.e. Timed Out individuals, etc.)
    - a. If these participants are attending school – they may be able to see if the school will provide this service to them as part of their education.
- B. The vocational assessment will be conducted concurrently with the LD Evaluation when completed by the LD Evaluation Provider.
- C. The ESW will refer the participant to the appropriate medical or service provider prior to the LD evaluation to address any concerns identified on the screening tool's health-related questions, as appropriate.
  - 1. This may include, but is not limited to:
    - a. Hearing Problems
    - b. Vision Problems
    - c. Medication Reactions
- D. For participants who screen as potentially LD who have drug, alcohol, or mental health issues that may prevent the LD evaluation from producing a valid LD result, the referral for an evaluation will be delayed until the participant has completed their substance abuse and/or mental health treatment program.
- E. LD Evaluation testing will take approximately six (6) hours to complete.
  - 1. Cognitive Assessment = 2 ½ hours
  - 2. Achievement Assessment = 2 ½ hours
  - 3. Results Appointment = 1 hour.

### **IV. Referring for an Evaluation or Diagnosis**

- A. To refer a participant for an LD evaluation, the ESW will:
  - 1. Provide information to the participant regarding the LD evaluation process and the time required to complete the process.
  - 2. Complete a WTW2 – WTW Activity Agreement for the LD evaluation
  - 3. Address and authorize any supportive services necessary to enable the participant to attend the evaluation.
  - 4. Obtain a signed release form, WTW 20 – Permission to Release Learning Disabilities Information, from the participant to allow the ESW to receive a copy of the written reports or

- tests, to consult with the evaluator/other agencies in regards to evaluation results and possible accommodations.
5. Pick out an available appointment time from the "LD Eval Appointment List" Sharepoint located on the HHSA Intranet to schedule the initial testing appointment. Write participant's information into time slot.
    - a. Create available appointment slot in your outlook calendar for this appointment.
      - 1) Subject = LD evaluation Initial Testing
      - 2) Location = 2751 Napa Valley Corporate Drive, Building A, Wildrose Room.
      - 3) Start Date and Time = Available appointment date and time from Sharepoint
      - 4) End Date and Time = Same date as available appointment. End time will be 2.5 hours later.
      - 5) Comments field should include participant's first name and Last Initial
      - 6) Mark appointment as "Private"
    - b. Invite LD Provider to calendar appointment.
      - 1) Utilize email address of: [egallenkamp@gmail.com](mailto:egallenkamp@gmail.com)
    - c. Should alternate hours be needed due to the participant's schedule, the ESW will contact the Welfare-to-Work (WTW) analyst to identify if other arrangements can be made.
  6. Complete and provide to the participant an SSSD 3048 – LD Evaluation Appointment Letter.
  7. Email the WTW Analyst to inform of referral
    - a. Information in email should include:
      - 1) Date of first LD appointment
      - 2) Aid Code
      - 3) Assistance or Non-Assistance Information
  8. Email the WTW 18 and WTW 20 to Eric Gallenkamp at [egallenkamp@gmail.com](mailto:egallenkamp@gmail.com)
  9. Image and Index all LD documents into C-IV.
- B. One or two working days prior to any scheduled LD appointment and the day of the scheduled appointment, the ESW will contact the participant to remind him/her of the appointment date and time and ensure that the participant has necessary supportive services in place to attend.
- C. LD Evaluation Provider will:
1. Arrange subsequent appointments to complete the evaluation and notify the ESW and WTW Analyst via email of the dates/times of these appointments.
  2. Schedule the 3-party results appointment with the evaluator, ESW, and participant to discuss the results and possible plan/accommodations.
  3. Notify the ESW of any missed appointments via email to the ESW and WTW Analyst.
- D. The participant will be allowed to reschedule their evaluation appointments.
1. If the participant misses the first LD evaluation appointment the ESW will be notified and the ESW will contact the participant to discuss the missed appointment and:
    - a. Determine if the reason for missing the appointment has/can be resolved and if the participant intends to attend the evaluation. If so, reschedule the appointment by choosing a date and time from the "LD Eval Appointment List" on the Sharepoint and following the steps in Section IV.A.5 above; **or**
    - b. Determine if the participant does not intend to be at the evaluation and proceed as outlined in Section II.
      - 1) Notify the WTW analyst of the intention to not proceed with the evaluation and reason.

2. If the participant misses the second or third LD evaluation appointment, the ESW will contact the participant to discuss the missed appointment and:
    - a. Determine if the reason for missing the appointment has/can be resolved and if the participant intends to attend the evaluation. If so, have the participant contact the LD Evaluation Provider at (707) 337-7670 to reschedule their appointment; **or**
      - 1) The LD Evaluation Provider will notify the ESW and WTW analyst of the date and time of the rescheduled appointment.
    - b. Determine if the participant does not intend to be at the evaluation and proceed as outlined in Section II.
      - 1) Notify the WTW analyst of the intention to not proceed with the evaluation and reason.
  3. If the participant fails to attend three (3) scheduled appointments or complete the full 5 ½ hours of the evaluation, the ESW will follow the steps in Section II.
- E. A diagnosis by the psychologist will be needed when:
1. The participant presents significant or multiple impairments, i.e. LD and depression, **or**
  2. Formal documentation of an accommodation is required by an agency or provider, i.e. GED providers and DMV who require a diagnosis to provide accommodations; **or**
  3. In order to exempt a participant from participation.

#### **V. Using the Evaluation Results**

- A. The ESW will receive a copy of the written LD evaluation and review it to determine if there are any learning disabilities or other disabilities.
- B. If the written LD evaluation establishes that the participant does not have a learning disability, the ESW informs the participant of the findings and the participant will begin/resume the activities specified in his/her WTW plan.
  1. The LD evaluator will be present at this meeting to answer questions and receive feedback from the participant.
  2. The ESW will update the Test Scores List Page in C-IV to show LD evaluation completed:
    - a. Type = LD Evaluation (Screening and Evaluation should have separate line).
    - b. Select Name of participant who completed evaluation
    - c. Test Result = LD Unfounded
    - d. Date = Date of Results.
      - 1) If there is a previous "waived" line, override information with new information.
  3. Complete journal entry explaining findings.
  4. Image and index the LD results into C-IV.
- C. If the written LD evaluation establishes that the participant has a learning disability, the ESW will:
  1. Ensure that the vocational assessment tests have been administered and the results from the vocational assessment tests and the learning disabilities evaluation are integrated into the WTW plan, which is developed jointly with the participant.
  2. Provide a copy and an explanation of the LD evaluation results to the participant, including any recommendations for reasonable accommodations identified in the evaluation.
    - a. The LD evaluator will be present at this meeting to answer questions and receive feedback from the participant
  3. Discuss the appropriate WTW activities and reasonable accommodations needed to help the participant be successful in his/her WTW activities.

- a. The ESW must not limit the range of services or WTW activities simply due to a participant's learning disability.
4. Develop or modify the WTW plan to reflect appropriate WTW activities and necessary reasonable accommodations based on the mutual agreement of the ESW and the participant.
5. Update the Test Scores List Page in C-IV to show LD evaluation completed:
  - a. Type = LD Evaluation (Screening and Evaluation should have separate line).
  - b. Select Name of participant who completed evaluation
  - c. Test Result = LD Founded
  - d. Date = Date of Results.
    - 1) If there is a previous "waived" line, override information with new information.
6. Complete journal entry explaining findings.
7. Image and Index LD results into C-IV.
- D. If the LD is confirmed during an individual's good cause determination or compliance process, the ESW will consult with the LD evaluator to determine if the disability contributed to the participant's failure to participate.
  1. If the LD is determined to have contributed to the participant's failure to participate, the participant shall be considered to have good cause and shall not be sanctioned.
    - a. ESW will also review the WTW plan and modify it accordingly.
- E. If the LD is confirmed for an individual who is attempting to cure his/her sanction, the ESW will determine whether the LD was a contributing factor to the participant's non-compliance.
  1. If the LD is determined to have contributed to the participant's noncompliance, the ESW will rescind the sanction and issue any benefits to which the individual is eligible.
  2. ESW will also review the WTW plan and modify it accordingly.
- F. If the written LD evaluation indicates that the participant may have a physical, mental, developmental, or behavioral condition, with or without a co-existing learning disability that could affect the participant's ability to successfully participate, the ESW will:
  1. Discuss the findings with the participant.
  2. Refer the participant for evaluation and treatment of the other conditions, as appropriate.
  3. Develops a WTW plan and provides appropriate accommodations for verified disabilities.
- G. The participant must be involved in the decisions made during the learning disabilities evaluation and will have the same right to appeal through the state hearing process as other program participants.
- H. If a participant states that discrimination occurred during the LD evaluation, he/she may file a discrimination complaint via the civil rights process. Instances for filing the complaint could include situations in which:
  1. The test administrator appeared to be biased.
  2. The test results appeared to be biased, e.g. the test instruments used contained cultural biases.
  3. The test results are invalid, e.g. improper procedures were used in administering the tests.
  4. The test results incorrect, e.g. the scores recorded in the report were calculated differently from the original scores.

## **VI. Determining Appropriateness of Job Search As First Activity**

- A. Job Search is generally the first activity to which the ESW assigns participants after Appraisal. An exception to this is the instance where the ESW has determined that participation in Job Search will not be beneficial for the participant, which may include some individuals with learning disabilities.

- B. When the ESW is determining whether Job Search is beneficial for an individual with a verified disability, all of the following factors must be considered, on a case-by-case basis:
  - 1. The employability skills of the individual;
  - 2. Whether available jobs in demand occupations in the local area are suitable to the individual's skill level;
  - 3. The individual's employment history and the effect that learning disabilities may have on the individual's work history, e.g. numerous short-term jobs, low wage jobs;
  - 4. Whether the individual is aware of the types of jobs and job settings in which he/she can likely obtain and retain employment.
- C. If the ESW determines that job search will not be beneficial for an individual with a verified learning disability, the ESW should advise the individual of the reasons for this determination. Participants may always choose to participate in job search, even if the ESW has determined that job search is not likely to be beneficial.
- D. If the ESW determines that job search may be an appropriate first activity, the ESW will inform each participant with verified learning disabilities, orally and in writing, that the job search period may be shortened if it proves not to be beneficial, and the process for shortening the job search period.
- E. Once a participant is assigned to job search, either as a volunteer or as required by the ESW, he/she will be subject to the same requirements and have the same rights as other job search participants.

## **VII. Developing the WTW Plan**

- A. After receiving the participant's written LD evaluation the ESW may have questions or concerns that he/she will discuss with the LD evaluator at the meeting with the participant. Such concerns may include:
  - 1. Are additional tests needed?
  - 2. How significant is the individual's LD and will it affect his/her ability to participate in WTW activities?
  - 3. Are the participant's proposed or current WTW activities appropriate?
  - 4. What types of accommodations, assistive technologies or services does the participant need to successfully participate in WTW activities?
  - 5. Are there suspected co-existing disorders?
  - 6. What types of local learning disabilities resources are available to help the participant?
- B. Utilizing the information from the evaluation and in consultation with the evaluator and the participant, and the vocational assessment results, the ESW/SW will determine possible jobs and/or WTW activities and the services that will be needed to obtain the job or participate in the activity.
  - 1. ESW will receive a copy of the LD evaluator's report which will include at least the core information:
    - a. Relevant vocational/educational background and history
    - b. General aptitude/cognitive level
    - c. Other issues, e.g. physical/mental problems
    - d. Participant's areas of strengths
    - e. Participant's interests
    - f. Participant's areas of deficit
    - g. Range of recommended accommodations/assistive technology for the participant's WTW plan

- h. Summary (including severity of disability; areas of potential impact; rationale for LD determinations/diagnosis; and recommendations for additional services, as appropriate).
  - 2. Optional information may include:
    - a. Identification of local resources
    - b. Documentation of accommodations/assistive technology needs for other purposes (e.g. driver's license exam, GED exam)
    - c. Discussion of participant's short/long term employment goals and general/specific vocational recommendations. If this information is not provided in the LD evaluation, information from the vocational assessment will be used.
- C. The written LD evaluation may include a recommendation that an individual with a verified learning disability be temporarily assigned to fewer hours of participation as a reasonable accommodation.
- 1. The ESW may allow fewer hours of participation when good cause exists, based on a condition or circumstance that temporarily prevents or significantly impairs an individual's ability to be regularly employed or participate in WTW activities. (Refer to Good Cause Procedure)
  - 2. The ESW shall first explore with the individual any options that would allow for fewer hours in the primary activity, supplemented with hours in other allowable activities that will enable the participant to meet their work participation requirement.
  - 3. Any supplemental activities must support the participant's employment goals and be consistent with his/her LD evaluation and WTW plan
  - 4. Supplemental activities may include such things as remedial training, literacy, tutoring.
- D. If the learning disability cannot be remediated with learning disability services or physical disability accommodations and the participant does not meet any of the good cause provisions listed in MPP [42-713](#) and MPP [42-721](#), the participant should be considered for an alternate activity, consistent with his/her assessment and employment goal.
- E. For a Self Initiated Program (SIP), hours spent in special classes or tutorials determined to be necessary by the educational institution to mitigate barriers to educational success for participants with verified learning disabilities, shall be counted towards the SIP hours requirement.

### **VIII. Inter-County Transfers**

- A. When a participant with an identified learning disability moves from one county to another, the ESW must, with the participant's written permission on the WTW 20, forward to the receiving county a copy of the written disabilities evaluation.
- B. Upon receipt of the written evaluation, the receiving county will develop a WTW plan or amend the existing WTW plan and determine appropriate activities, services, and accommodations using information from the written evaluation and information obtained through discussions with the participant.

### **IX. Learning Disability as an Exemption from WTW Participation**

- A. Generally, individuals with learning disabilities are able to meet WTW participation requirements when the LD is properly identified and necessary accommodations and/or assistive technology is provided.
- B. There are some individuals who have LD, alone or in combination with other disabilities, that are so severe that they significantly impair the individual's ability to be regularly employed or participate in WTW activities.

- C. For the individuals described in Section IX.B. above, the ESW will exempt the individual from participation requirements on a case-by-case basis, with supervisor approval, if verification of the impairment(s) is provided by a health care professional who is licensed by the State to diagnose/treat physical and/or mental impairments.
  - 1. Health care professionals, such as Licensed Clinical Social Workers and Licensed Marriage and Family Therapists are qualified to provide verification of a LD exemption to the extent that they are licensed by the state and are specialized in diagnosing and treating LD.
  - 2. The ESW will need to determine on a case-by-case basis whether a specific licensed professional has the qualifications to diagnose and treat learning disabilities.
  - 3. Disabled Student Program Specialists (DSPS) at the local colleges and universities are not licensed and are precluded under state law from verifying a disability exemption.

**X. Accommodations**

- A. Reasonable accommodations are modifications and adjustments that make it possible for a qualified individual with a disability to apply for or perform the essential functions of a job or to participate in assigned WTW activities
- B. The county and any contracted service provider receiving CalWORKs (CW) monies must make reasonable modifications of their services to accommodate CW participants who have a disability including, a learning disability.
- C. The accommodations should be specific to the individual's needs and must be provided free of cost to the participant
- D. The written evaluation shall include a range of reasonable accommodations for the individual
- E. The ESW will discuss the types of jobs or other WTW activities that might best match the individual's skills while working around his/her limitations
- F. ESW is required to comply with non-discrimination practices when making a referral for employment or assigning WTW activities, by:
  - 1. Providing the participant with LD with an opportunity to participate in WTW activities through provision of services that are comparable to those provided to a non-disabled participant.
  - 2. Not denying access to an activity because of a participant's disability, (i.e. cannot eliminate education or training as an assigned WTW activity simply because a participant has a learning disability)
  - 3. Integrating the results from the participant's individualized assessment as well as the LD evaluation.
- G. In determining which, if any, accommodations are needed to successfully perform the job or WTW activity, the following is considered:
  - 1. The individual's abilities and limitations relative to the specific requirements of the job or WTW activity
  - 2. Identification of successful strategies the individual has used in the past at school and/or work settings that could be applied to new activities
- H. Under the Americans with Disabilities Act, an employer does not have to provide a reasonable accommodation to an individual with a disability if it would impose an undue hardship on the operation of the business.
  - 1. Undue hardship is defined as an action that requires significant difficulty or expense in relation to the size of the employer, the resources available, and the nature of the operation

2. If an accommodation would impose an undue hardship, the employer must consider whether alternative accommodations are available that would not impose the hardship
- I. The cost of providing necessary accommodations may be paid with WTW funds as a supportive service. Other sources of funding that the ESW/SW and participant should consider are:
  1. Community college if the participant is enrolled in the college
  2. Employers if the participant is working
  3. US Department of Labor WTW Grant or WIOA funds if the participant is participating in those programs.

### **REFERENCES:**

[ACL 01-70](#) – LD Screening and Evaluation in CW Program  
ACL [04-48](#) – Final CW WTW LD Regulations  
ACL [15-80](#) – Satisfactory Progress Determination  
ACL [16-93](#) – Spanish-Language Learning Needs Screening  
Good Cause Determination Procedure  
MPP [42-711.58](#)

### **FORMS**

SSSD 3040 – Learning Disabilities Screening Information  
SSSD 3048 – LD Evaluation Appointment Letter  
WTW 17 – Waiver of CW LD Screening and/or Evaluation  
WTW 18 – Learning Needs Screening (County Copy)  
WTW 19 – Learning Needs Screening (Client Copy)  
WTW 20 – Permission to Release LD Information  
WTW 48 – Learning Needs Screening (Spanish)  
WTW 49 – Learning Needs Screening – Client Copy (Spanish)

### **CONTACT PERSON(S):**

Shanna Gardner, Staff Services Analyst

### **END OF PROCEDURE**

**REVISION HISTORY:**

Revision	Date	Description of Change	Requested By
1.0	02-15-11	Biennial Review. Updated into new procedure format. Updated to remove old forms and to include new C-IV entry process.	S. Gardner, SSA II
2.0	04-25-14	Biennial Review. Updated referral information to address new LD evaluation provider	S. Gardner, SSA II
3.0	08-23-16	Biennial Review. Changed to reflect new way of notifying analyst of referral	S. Gardner, SSA
3.1	09-14-17	Reviewed w/new contract. Added in ACL 15-80 and ACL 16-93	S. Gardner, SSA
4.0	01-04-19	Biennial Review – No Changes	S. Gardner, SSA