

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 a reimbursement, agencies must submit an application and provide supporting documentation. To assist you with filling out the application, we have designed this step-by-step demonstration.

Let's begin. The website we are looking at right now may look familiar. This is the main website for the Accommodation Fund and any related news and information. If you're not at 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 an application. 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, and you can fill it out with the employee who requested the accommodation and maintain it in your records. You will also need a receipt or an invoice that outlines the cost of the provided accommodation. This document will be uploaded on the online application form. You may also find it helpful to download the training guide. This has more information regarding the application process and 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, click "Apply". You can find the "Apply" link in the navigation menu in the upper-left hand corner.

In the middle of this page, click on "Accommodation Fund" to access the online application. We are now looking at the online application form. There may be a couple of notices at the top of the page; these are just about your agency's contact information and organizational label that is used within the software. You can skip down to the "Question Group" that starts with "Submitter Name". The first four fields in this form are asking for your contact information, not the employee's. Please fill in your name, email address, and phone number. Next, select your job title from the drop-down menu. If you don't see your job title among the options, please select "Other", and write your job title in the following field.

For the next question, use the drop-down menu to select the name of your state agency. This is a lengthy list, so we have put it in alphabetical order to assist you in finding your agency quickly.

The next question asks you to select the type of accommodation for which you are seeking reimbursement. 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 selected if the accommodation is provided to a current employee on a periodic or ongoing schedule. This might include, for example, hiring sign language interpreters to accommodate a Deaf employee during quarterly, agency-wide meetings. Select the third option if you are seeking reimbursement for an 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 made for an applicant, please 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. For the next field, please indicate the current employment status of the person who requested the accommodation.

This next field asks you 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 a hearing-related accommodation. However, others may use interpreters because they are unable to speak verbally. This case would be labelled as a speech-related accommodation. Please note that you are allowed to make multiple selections in your answer. Also, if you select "Other", please specify the nature of the accommodation to the best of your ability in the field that's provided.

For the next question, please enter the amount for which you seek reimbursement. 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 clearly marks the cost of the provided accommodation.

The final three fields are used to make sure that the provided accommodation is eligible for reimbursement. If you would like further information, each question is discussed more thoroughly in the supplemental training guide. The first field asks you to confirm that the cost of the accommodation is not eligible to be repaid by other, private sources, such as workers' compensation or private health insurance.

In the following question, indicate whether or not an accommodation agreement exists between the employee who requested the accommodation and the employing agency. A copy of this accommodation agreement can also be found on our Accommodation Fund website.

The final question asks you to confirm that you have a signed consent form that you were asked to complete at the beginning of this video. Go ahead and select "Yes" if you filled this out with the employee who requested the accommodation.

After double checking everything to make sure it looks complete and accurate, go ahead and click the "Submit Application" button. We have now completed the application. Go ahead and logout by clicking logout in the upper-right hand corner of the screen.

Within a week of submitting your application, you will receive an email that acknowledges your application and may request any missing or additional information. You can expect a second email

within approximately three months of your submission that will inform you of your award amount. At that point, you will receive instructions on how to execute the transfer of your award from the Fund to your agency budget.

As the submitter of the application, you are responsible for maintaining the required documentation, in case of an audit. This consists of the consent form and the receipt/invoice that you uploaded to the online application. Note that you only need one consent form for each employee. There is no need to sign separate consent forms for each reimbursement request, if they are made by the same employee.

That wraps up this training session for the Accommodation Fund. If you have any questions, please refer to the resources on the Accommodation Fund website or contact us at

AccommodationFund@state.mn.us.