

TEXAS WORKFORCE COMMISSION LETTER

ID/No: WD 42-00

Date: May 16, 2000

Key Word: WIA

To: Local Workforce Development Board Executive Directors
LWDA Coordinators
Commission Executive Staff
Commission Local Offices

From: Barbara Cigainero, Director of Workforce Development

Subject: Accessibility at Texas Workforce Centers for Individuals with Disabilities

PURPOSE:

To provide Local Workforce Development Boards (Boards) with information on ensuring accessibility of Certified Texas Workforce Center programs, services, and facilities for individuals with disabilities.

REFERENCE:

Americans with Disabilities Act
Rehabilitation Act of 1973, Section 504, as amended
Workforce Investment Act, Section 188
Workforce Investment Act; Interim Final Rule Part 37
U.S. Department of Labor Training and Employment Information Notice
No. 16-99, issued April 12, 2000, entitled "Workforce Investment Act of
1998 Section 188 Interim Final Rule and Accessibility Checklists for
One-Stop Service Delivery Systems"
Texas Workforce Commission, One-Stop Service Delivery Network Rule:
40 TAC §801.25(a)(17)

BACKGROUND:

WIA regulations and Texas Workforce Commission (Commission) One-Stop Service Delivery Network Rules adopted on May 2, 2000 require Boards to make Certified Texas Workforce Center programs, services, and facilities accessible to individuals with disabilities. Boards also must comply with Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act.

U.S. Department of Labor (DOL) Training and Employment Information Notice (TEIN) No. 16-99 highlights requirements for serving individuals with disabilities in the One-Stop Service Delivery Network. It also includes several checklists to

help Boards evaluate the accessibility of programs, services, and facilities at Certified Texas Workforce Centers for individuals with disabilities.

PROCEDURES:

Boards must ensure that Certified Texas Workforce Center programs, services, and facilities are accessible to individuals with disabilities and comply with WIA regulations as well as the Commission's recently adopted One-Stop Service Delivery Network rule at 40 TAC §801.25(a)(17).

Boards should use the checklists provided in DOL TEIN No. 16-99 as tools to evaluate Certified Texas Workforce Centers and to develop service plans that address accessibility for individuals with disabilities. DOL TEIN No. 16-99 is available on the DOL Employment and Training Administration's "disAbility Online" web site at: <http://wdsc.org/disability> and includes the following checklists.

- The One-Stop Disability Access Checklist: Determining Accessibility in Facilities and Provision of Services
- Software Accessibility Checklist
- Web Page Accessibility Checklist
- Information Transaction Machines (ITM) Accessibility Checklist
- Information Technology (IT) Equipment Accessibility Checklist
- Existing Facilities Checklist
- Customer Service/Accommodation Practices

Boards should designate a staff member to evaluate their Certified Texas Workforce Centers and to serve as liaison to the Commission for inquiries on accessibility-related issues. Boards should submit their liaison's name and telephone number no later than **Friday, June 30, 2000** to Martha Martinez via e-mail at martha.martinez@twc.state.tx.us or at (512) 936-0365.

ACTIONS REQUIRED:

Boards must ensure that Certified Texas Workforce Center programs, services, and facilities are accessible to individuals with disabilities and comply with federal and State requirements.

Boards should read DOL TEIN No. 16-99 and use the checklists to evaluate Certified Texas Workforce Centers and to develop service plans that address accessibility for individuals with disabilities.

Boards should submit the name and telephone number of their liaison on accessibility-related issues to the Commission no later than **Friday, June 30, 2000** and distribute this WD Letter to appropriate individuals.

INQUIRIES:

Direct inquiries to Martha Martinez via e-mail at martha.martinez@twc.state.tx.us
or at (512) 936-0365.

Rescissions: None	Expiration: Continuing
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