

The Job Accommodation Network

A service of the U.S. Department of Labor's Office of Disability Employment Policy



The Job Accommodation Network (JAN) can help you:

- hire, retain, and promote qualified employees/applicants with disabilities
- provide accommodation options and practical solutions
- accommodate a person with a disability in the classroom or other training environment
- address issues pertaining to accessibility
- obtain information and referrals about self-employment and small business ownership opportunities for people with disabilities

Americans with Disabilities Act (ADA) Service

JAN also can help businesses and services comply with the ADA and other disability related legislation. 800-ADA-WORK (voice) or 877-781-9403 (TTY) connects you to a JAN consultant who knows employment issues, public access issues, and ways to modify facilities and equipment to provide access for persons with disabilities.

Toll Free Information Services (Voice/TTY)

Accommodations & ADA Information: 800-526-7234 (Voice) & 877-781-9403 (TTY)
Postal: PO Box 6080, WVU, Morgantown, WV 26506-6080
Email: jan@jan.wvu.edu
World Wide Web: <http://www.jan.wvu.edu>

Office hours: Calls are answered 9 a.m. to 6 p.m. Eastern Time Monday through Friday. Machines answer after-hours calls. Internet resources are available at all times.

The Job Accommodation Information Service

JAN is an international toll-free consulting service. Anyone may call JAN for information about job accommodations and the employability of people with functional limitations.

The consultants who answer calls understand the broad range of disability issues and have comprehensive up-to-date information about accommodation methods, devices, and strategies. JAN preserves the confidentiality of communication between caller and consultant.

JAN's mission is to assist in the hiring, retraining, retention, and advancement of persons with disabilities by providing accommodation information. The U.S. Department of Labor's Office of Disability Employment Policy funds JAN.

When you call JAN's toll-free number:

- A professional consultant will ask a few easy questions about the worker, the job requirements, and the work environment. The answers to these questions will help the consultant find accommodation solutions most appropriate for the individual.
- The consultant will search JAN's files to locate readily-available solutions and may also engage other experts to help determine accommodations for your situation.
- You will receive information about various practical solutions for your particular situation. You may also receive other helpful information on topics such as funding resources and tax incentives.
- JAN not only will discuss this information with you over the phone but will follow-up with printed materials via email, FAX, and/or ground mail.
- If you have made an accommodation in your workplace, you will be asked to share your experience. The information you provide will be added to JAN's resources and used to benefit others.



JAN resources:

- Consultants who are specialists in functional limitations and rehabilitation
- Voice/TTY lines for hard-of-hearing or deaf callers
- Ability to answer requests in English and Spanish
- Materials in English, Spanish, Braille, large print, tape, and disk
- Comprehensive library of information about tens of thousands of products
- Comprehensive data on accommodation methods, policies, and strategies;
- Current information about other service agencies, training programs, and funding sources
- Technical knowledge about requirements of barrier-free access and the employment provisions of the ADA.

JAN electronic resources:

- **World Wide Web:** This award-winning Website (www.jan.wvu.edu) is your gateway to information on JAN services, accommodations, legal information, and other resources to assist employment of people with disabilities.
- **SOAR:** The Searchable Online Accommodation Resource (SOAR), which can be accessed at www.jan.wvu.edu/soar, allows you to locate accommodation options for a worker with a disability by providing information on disabling conditions, accommodation products, and techniques.
- **JAN on Demand:** Submit your individualized request for technical assistance via this online tool at: www.jan.wvu.edu/JANonDemand.htm