



Tuesday's Children Department of Homeland Security, Civil Rights Evaluation Tool

Reasonable Accommodations for Individuals with Disabilities

Tuesday's Children is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from Tuesday's Children programs, activities, and services. When given advance notice, we will make every effort possible to accommodate our program participants.

Individuals may request reasonable accommodations from Tuesday's Children that they believe will enable them to have such equal opportunity to participate in our programs, activities, and services. A reasonable accommodation is a change or modification to afford a qualified individual with a disability full enjoyment of Tuesday's Children programs or activities, unless modifications of policies, practices, and procedures would fundamentally alter the nature of the program, service, or activity, or result in undue financial and administrative burdens to Tuesday's Children. Examples of reasonable accommodations can be found on page 2.

To request reasonable accommodations, contact Kathy Murphy:
kathy@tuesdayschildren.org or 516-562-9000. You do not need to put your request in writing or via email, however, making a written request can be helpful.

You may request a reasonable accommodation from Tuesday's Children at any time. However, making the request in advance of a meeting, conference call, or visit will help ensure that we are able to fulfill the request for an accommodation. For certain requests, such as requests for sign language interpretation, we request at least two week's advance notice.

Anyone can request a reasonable accommodation on behalf of an individual with a disability who seeks to interact with Tuesday's Children staff or participate in its programs or activities.

Upon receipt of a request for a reasonable accommodation, Tuesday's Children may contact you to obtain more information about your request and to better understand your needs. In addition, we may review your request to determine:

- Whether the requested accommodation will be effective in allowing you to participate in the activity or program in which you are seeking participation;
- Whether the requested accommodation is reasonable, or an equally effective alternative to the requested accommodation is available; and
- Whether providing you with the requested accommodation would fundamentally alter the nature of our program or impose undue financial or administrative burdens on us.

In addition, in some cases, Tuesday's Children may consult with you in an interactive process to determine on a case-by-case basis what accommodations can be made. If we determine that your requested accommodation would fundamentally alter the nature of the program or impose an undue financial or administrative burden, we may deny your request. However, in the unlikely event that this occurs, we will work with you to identify an alternative accommodation that allows you to effectively participate in our program, activity, or service.

Tuesday's Children may not request medical documentation after receiving your request for a reasonable accommodation. Our questions will be limited to understanding the barrier to your ability to participate in the program or activity in which you are interested and the nature of an accommodation that will remove this barrier.

You are not responsible for the cost of an auxiliary aid or service Tuesday's Children would provide to you.

Examples of reasonable accommodations:

There are many types of reasonable accommodations. Some examples of how Tuesday's Children provides reasonable accommodations include:

- Arranging for qualified sign language interpreters
- Providing on-site captioning
- Producing alternate formats of print materials in braille, large print, or in an electronic format
- Providing remote conference captioning services
- Furnishing a temporary ramp to access the dais or other areas with one or more stairs to ensure accessibility for individuals who have physical disabilities and may be using a wheelchair or walker.