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Folder Title:

President's Committee - PCEPD [President's Committee on Employment of People with Disabilities]
[Folder 1]

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PRESIDENT'S COMMITTEE ON EMPLOYMENT OF PEOPLE WITH DISABILITIES

BUSINESS LEADERSHIP NETWORK

*A Business-led Program of the President's Committee
on Employment of People with Disabilities
in support of Workforce Initiatives that Target
Qualified Workers with Disabilities*

A PLANNING GUIDE

September 30, 1996

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OPENING DOORS TO ABILITY



PRESIDENT'S COMMITTEE ON EMPLOYMENT OF PEOPLE WITH DISABILITIES
EDUCATIONAL KIT 1998

PUBLICATIONS LIST



PRESIDENT'S
COMMITTEE
ON EMPLOYMENT
OF PEOPLE
WITH DISABILITIES

PLEASE NOTE: Publications are free of charge. Most of these publications are available on our website at <http://www.pcepd.gov> and may be downloaded from the site. You may fax requests to us at: 202-376-6868

TITLE	
Job Accommodation Network. (brochure)	
Youth Leadership Form For Students With Disabilities	
Worklife: Fall ADA Special. (Includes the Americans with Disabilities Act) 1990 Commemorative Edition	
Tax Incentives For Business. Revised - February 1998	
ADA and the Health Professional. 1993	
Fact Sheet on Medical Examinations: Are They Beneficial and Legal? 1992	
Fact Sheet on Americans with Disabilities Act. 1992	
Fact Sheet: Employer Resources. 1993	
Fact Sheet: Interviewing Tips for the Job Applicant. 1993	
Fact Sheet: Job Accommodations Come In Groups of One. 1993	
Fact Sheet: Guidelines for Conducting a Job Interview. 1993	
Fact Sheet: Recruitment. 1993	
Fact Sheet: Accommodations Gets the Job Done. 1994	
Fact Sheet: The Status of People with Disabilities. 1994	
Fact Sheet: Glossary of Commonly Used Terms. 1994	
Fact Sheet: Myths and Facts About People with Disabilities. 1994	
Fact Sheet: Employment Rights, Who Has Them and Who Enforces Them. 1994	
Fact Sheet: Job Analysis, An Important Employment Tool. 1994	

1331 F Street, N.W.
Washington, DC 20004-1107

202-376-6200 (Voice)
202-376-6219 (FAX)
202-376-6205 (TDD)

ADA Brochures. (Come in sets, one of each) 1993 Focus on Key Provisions Focus on Telecommunications Focus on Disabled Veterans Focus on Employment Focus on Public Accommodations Focus on Transportation	
Are You Ready for ADA? 1993	
High School/High Tech: Promoting Science, Engineering and Technology Careers for Students with Disabilities (brochure)	
High School/High Tech Manual. 1993	
High School/High Tech Video. 1993	
Disability and Diversity New Leadership for a New Era. 1995	
Fact Sheet: Communicating With And About People with Disabilities. 1995	
Fact Sheet: Resources You Can Use. 1995	
Fact Sheet: Supported Employment. 1995	
Fact Sheet: Dispelling Myths About People With Disabilities. 1995	
Fact Sheet: Workers' Compensation: Developing Company Policies. 1995	
Fact Sheet: Key Facts. 1995	
Fact Sheet: Job Accommodations - Situations and Solutions. 1995	
Fact Sheet: Employer Profiles. 1995	
Fact Sheet: What Does Business Really Think About The ADA. 1996	
Fact Sheet: Cost And Benefits of Accommodations. 1996	
Fact Sheet: Dispelling Myths About The Americans With Disabilities Act. 1996	
Fact Sheet: Diversity And Disabilities. 1996	
Fact Sheet: What You Should Know About Workplace Laws. 1996	
Fact Sheet: Insurance And Benefits. 1996	
Fact Sheet: Employment Checklist For Hiring Persons With Disabilities Practical Suggestions. 1996	

Fact Sheet: Pre-Employment Inquires. 1996	
The Workforce Recruitment Program For College Students with Disabilities	
Business Leadership Network A Planning Guide	
Fact Sheet: Basic Facts. 1997	
Fact Sheet: Tax Incentives For Business. 1997	
Fact Sheet: Hiring People With Disabilities. 1997	
Fact Sheet: Marketing To Customers With Disabilities. 1997	
Fact Sheet: Workplace Accommodation Process. 1997	
Fact Sheet: Personal Assistance Services In The Workplace. 1997	
Fact Sheet: What To Do If You Think You have Been Discriminated Against. 1997	
Fact Sheet: Essential Elements Of An Effective Job Search. 1997	
The President's Committee on Employment of People with Disabilities 50th Years Of Progress. 1947-1997	
Fact Sheet: About The President's Committee. 1998	
Fact Sheet: JAN: Opening Doors To Job Accommodation. 1998	
Fact Sheet: Affirmative Action And People with Disabilities. 1998	
Fact Sheet: Recruitment Resources. 1998	
Fact Sheet: Self-Employment Profiles. 1998	
Fact Sheet: Providing Quality Services To Customers With Disabilities. 1998	
Fact Sheet: Recruiting Disabled Veterans: A Primer. 1998	
Fact Sheet: Disability and Cultural Diversity. 1998	
Program Through Partnerships: Annual Report Fiscal Year 1997	
Workforce Recruitment Program for Employers	

For further Information on Specific Topic Areas Contact:

National Rehabilitation Information Center (NARIC)

8455 Colesville Road, Suite 935

Silver Spring, MD 20910

(800) 346-2742 (Voice)

(301) 495-5626 (TDD)

(301) 587-1967 (FAX)

BBS (301) 589-3563

E-mail NARIC@CAP.GWU.EDU

<http://www.naric.com>

Architectural and Transportation Barriers Compliance Board

(also known as the Access Board or ATBCB)

1331 F Street, N.W., 10th Floor

Washington, DC 20004-1111

(202) 272-5434 (Voice)

(202) 272-5449 (TDD)

<http://www.access-board.gov>

Communication and Information Service

Switzer Building, Room 3132

330 C Street, S.W.

Washington, DC 20202

(202) 205-8241 (Voice/TDD)

Job Accommodation Network (a service of the President's Committee)

919 Chestnut Ridge Rd., Suite 1

West Virginia University

P.O. Box 6080

Morgantown, WV 26506

1-800-526-7234 (Voice/TDD)

BBS 1-800-232-9675 (Voice/TDD)

August, 1998

ABOUT THE PRESIDENT'S COMMITTEE

WHAT IS THE PRESIDENT'S COMMITTEE ON EMPLOYMENT OF PEOPLE WITH DISABILITIES?

The President's Committee on Employment of People with Disabilities is a small federal agency based in Washington, DC. The Committee's mission is to communicate, coordinate and promote public and private efforts to enhance the employment of people with disabilities.

WHO SERVES ON THE PRESIDENT'S COMMITTEE?

The President of the United States appoints a Chairman and Vice Chairs. The Chairman, in turn, appoints members to the Executive Board and to six standing subcommittees. Some 300 members, who serve without compensation, represent various industries and groups that impact employment: the business community; labor unions; disabled veterans groups; educators; rehabilitation professionals; service providers; Governor's Committees in states and U.S. territories; more than 600 Mayor's Committees; and disability community leaders throughout the country.

WHEN WAS THE PRESIDENT'S COMMITTEE CREATED?

During World War II, people with disabilities filled many positions left open by the labor shortage and showed their capability in the workforce. Following the war, veterans, many of them disabled, were eager to return to civilian jobs. This combination of factors encouraged President Harry Truman to appoint a committee of prominent citizens to promote employment for people with disabilities. Thus, the President's Committee was born. Every succeeding President has endorsed the Committee. For over 50 years the President's Committee has provided the leadership necessary to ensure that disability employment issues remain high in the public consciousness.

WHAT DOES THE PRESIDENT'S COMMITTEE DO?

The Committee provides information, training and technical assistance to America's business leaders, organized labor, rehabilitation and service providers, advocacy organizations, families and individuals with disabilities. Toward these ends, the Committee:

- Provides information on the Americans with Disabilities Act (ADA).

- Spearheads a number of projects and initiatives, intended to increase the number of people with disabilities in the workplace.
- Sponsors periodic employment fairs for job seekers with disabilities.
- Makes available a number of free publications and fact sheets on disability employment-related issues.
- Reports to the President on the progress and problems of maximizing employment opportunities for people with disabilities.

Each year, the President's Committee develops and implements various projects that have the potential to improve work opportunities for people with disabilities. Building partnerships with public and private sector organizations is the hallmark of the Committee's success. Here are a few recent examples:

- The Business Leadership Network (BLN) is a business-led nationwide partnership among the President's Committee, employers and state Governor's Committees. Localized to meet the needs of the particular geographic area, each BLN includes a coalition of employers who are committed to hiring employees with disabilities. This program offers employers pertinent disability employment information; a network of companies sharing information on specific disability employment issues; the opportunity to provide training and work experience for job seekers with disabilities; and recognition for best disability employment practices. This employer-to-employer effort has as its national CEO the President and Chief Executive Officer of the U. S. Chamber of Commerce.
- The Youth Leadership Forum for Students with Disabilities is a career leadership training program for high school juniors and seniors. The President's Committee has worked closely with the California Governor's Committee for Employment of Disabled Persons, which developed the forum, to replicate this initiative around the nation. The Social Security Administration has provided key financial support to make this goal a reality and the American Legion has committed its national support to the program.



- High School/High Tech encourages secondary students with disabilities to consider careers in engineering, science and high technology fields. Cooperative efforts with public and private funding sources, businesses and school districts throughout the United States make paid internships and mentoring opportunities possible. Significant funding for this program has been made available through the National Aeronautic and Space Administration (NASA). Other major sponsors include the Mitsubishi Electric America Company and the National Oceanic and Atmospheric Administration (NOAA).
- The Workforce Recruitment Program for College Students with Disabilities, which is co-sponsored with the U.S. Department of Defense, identifies college and university students with disabilities seeking summer and permanent jobs. Each year, a free CD-ROM database containing information about pre-screened candidates is made available to interested employers in both the private sector and the federal government. Approximately 10 federal agencies provide recruiters to visit schools nationwide and hire summer interns from the program on an annual basis.
- The Cultural Diversity Initiative is a major effort to develop leadership in minority communities in order to improve job opportunities for individuals with disabilities from minority backgrounds. With significant financial support from the U.S. Department of Education, the President's Committee is working closely with the National Association for the Advancement of Colored People (NAACP) and other minority organizations to achieve the goals of this project.

HOW CAN THE PRESIDENT'S COMMITTEE HELP ME?

The President's Committee provides a variety of resources to help both employers and job seekers.

- Chief among the Committee's resources is the Job Accommodation Network (JAN), a toll-free information service on workplace accommodations and the employment provisions of the Americans with Disabilities Act. Anyone may call JAN at (800) 232-9675 (V/TDD) or (800) 526-7234 (V/TDD). Hours of operation are 8:00 a.m. to 8:00 p.m., Monday through Thursday, and 8:00 a.m. to 7:00 p.m. on Friday, Eastern Standard Time. The JAN Website also contains extensive

information and links to other sites related to disability and employment issues. Visit JAN at <<http://www.jan.wvu.edu/english/homeus.htm>>.

- The Committee produces an annual Educational Kit containing fact sheets on timely disability employment issues. Recent topics include "What To Do if You Think that You Have Been Discriminated Against," "Essential Elements in an Effective Job Search," and "Pre-Employment Inquiries." A particular publication, or a list of available publications, may be requested by calling (202) 376-6200, Extension 60 (V) or (202) 376-6205 (TDD).
- The Committee's Website on the Internet <<http://www.pcepd.gov>> provides visitors direct access to President's Committee publications, speeches and press releases, as well as to information on statistical data, workplace laws, job accommodations, interviewing, hiring and communicating with people with disabilities, among other topics. A special "Business Focus" section responds to information generally requested by the business sector and has links to a number of government agencies that provide additional resources. A "Job Links" page takes job seekers directly to lists of job openings at companies seeking to hire people with disabilities.

Neither the President's Committee nor its Job Accommodation Network is a job placement service. The Committee does not have the authority to regulate or enforce any laws, nor is it permitted to advocate any federal action on behalf of any individual or group. However, to the degree possible, staff will provide referrals to the most appropriate agencies and organizations.

HOW MAY I GET MORE INFORMATION ABOUT THE PRESIDENT'S COMMITTEE?

- Visit our Web site at <<http://www.pcepd.gov>>
- E-mail us at <info@pcepd.gov>
- Call us at (202) 376-6200 (V) or (202) 376-6205 (TDD)
- Write to us at 1331 F Street NW, Washington, DC 20004

July 1998
President's Committee on Employment of People
with Disabilities
1331 F Street, NW, Washington, DC 20004-1107
<http://www.pcepd.gov>



JAN: OPENING DOORS TO JOB ACCOMMODATION

WHAT IS JAN?

The Job Accommodation Network (JAN), a service of the President's Committee on Employment of People with Disabilities, is a toll-free resource for anyone who has questions about job accommodations, or about the employment sections of the Americans with Disabilities Act (ADA). Trained consultants respond to questions, discuss specific job accommodations, and suggest additional resources to assist you.

WHO SHOULD USE JAN?

Employers, persons with disabilities, service providers, rehabilitation counselors, or anybody involved in helping a person with a disability obtain or retain a job.

HOW DOES JAN WORK?

All calls to JAN are kept confidential. If you are calling about accommodating an individual on the job, the more you tell the consultant about the required tasks and the functional limitations and abilities of the individual, the better the consultant will be able to help. When you call, the following steps occur:

- The receptionist listens to each question and transfers the caller to the JAN consultant who is most knowledgeable in that particular area.
- The consultant asks questions to obtain the information needed in order to develop the best solution(s).
- The consultant searches a database of previous accommodations and provides as many potential accommodation options as possible. These may include:
 - ♦ different approaches to job tasks
 - ♦ proposed policy changes
 - ♦ commercially available products
 - ♦ different ways to use existing products
 - ♦ resources for device modification/fabrication.
- The consultant provides methods of implementing and maintaining the accommodation(s) and recommends processes for reviewing the effectiveness of the accommodation(s).

- JAN staff will prepare and send materials in the format requested. Information can be sent electronically, faxed or mailed using the U.S. Postal Service.
- As follow-up, the caller may be asked to complete a questionnaire regarding the recommended accommodation(s) and their usefulness. This feedback helps JAN improve services and assist future callers with accommodation solutions.

WHAT HAS BEEN THE RESULT OF JAN SERVICES?

Following are examples of accommodations recommended by JAN that have assisted companies and agencies in hiring, retaining and promoting people with disabilities.

***Call Request:** A teacher with a hearing impairment had difficulties hearing the students' voices over the squeaks of chairs and desks moving over the linoleum floor. Also, the teacher could not see some of the students' faces and therefore could not effectively lip read.*

Accommodation Used: To eliminate noise, used tennis balls were cut and attached to the feet of the chairs and desks. The teacher rearranged the desks in a horseshoe in order to see the faces of all students.
COST: \$0 (The tennis balls were donated by an avid tennis player who would have thrown them away.)

***Call Request:** Because of low reading skills a child care assistant with a learning disability had difficulty preparing lessons based on children's books.*

Accommodation Used: The employee was given a videotape of various children's stories and effective hand motions to review. **COST:** \$50

***Call Request:** A new restaurant employee who is legally blind used a service dog to travel to and from work. The employee did not need the dog to perform her job duties.*

Accommodation Used: A dog crate was placed in a back office with a clear path of travel in and out of the facility. The dog was crated during the work day and



was out of any contact with food products or supplies used in the restaurant. COST: \$75

Call Request: *A company vice president with arthritis had difficulty maintaining stamina during the workday.*

Accommodation Used: The employer provided flexibility in the vice president's work hours and a recliner for her office so that she could change body positions to cut down on fatigue. COST: \$750

Call Request: *A cashier with mild mental retardation had difficulty making change.*

Accommodation Used: The worker used a talking calculator and a chart of bills and coins. COST: \$150

Call Request: *A worker who is deaf was responsible for inspecting underground water utilities. When the employee was underground alone, co-workers above ground needed to communicate with him.*

Accommodation Used: A wireless portable vibrating paging system was purchased for the employee. COST: \$445

Call Request: *A department store retail clerk with multiple sclerosis used a scooter and had problems with stamina.*

Accommodation Used: The employee was reassigned to a department on the first floor, provided with space for the scooter, given a sit/lean stool at the register, and scheduled for first shift with every third day off. COST: \$200

Call Request: *A technical editor in the publishing industry had a spinal cord injury and needed to work lying on his back.*

Accommodation Used: A work station was provided that enabled the editor to work on a computer while in a supine position. COST: \$2,000

Call Request: *An insurance claims adjuster became ill when exposed to certain chemicals in the air (chemical sensitivity).*

Accommodation Used: The ventilation system in the employee's office was modified, and co-workers were asked not to use scented products. The employee was

also permitted to attend staff and training meetings remotely by speaker phone and to wear a mask when needed. COST: \$650

Call Request: *A greenhouse worker with mental retardation had difficulty correctly mixing various chemicals.*

Accommodation Used: Measuring cups, a checklist, and the chemicals were color-coded in a coordinated manner so the person could accomplish tasks by matching colors. COST: \$25

Call Request: *A human resources manager has seasonal affective disorder, a condition requiring adequate light during a sufficient number of daytime hours to ward off depression.*

Accommodation Used: A simple device called a sunlight box was installed in the person's office. COST: \$265

These accommodations are only a few examples of the types of effective solutions provided by the President's Committee's Job Accommodation Network. JAN staff has cumulatively over 100 years of experience and has delivered information on over 100,000 job accommodations since 1984.

HOW DO I REACH JAN?

Phone: (800) 526-7234 (V/TDD),
(800) 232-9675 (V/TDD)

Mail: President's Committees' Job Accommodation Network, 918 Chestnut Ridge Road, Suite 1, WVU PO Box 6080, Morgantown, WV 26506-6080

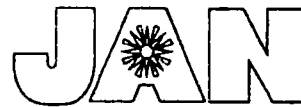
E-mail: JAN@jan.icdi.wvu.edu

Website: Visit the President's Committee's Web site at <<http://www.pcepd.gov>>. Then click on "Job Accommodation Network" in the table of contents, or go directly to JAN at <<http://janweb.icdi.wvu.edu/english/homeus.htm>>.

July 1998
President's Committee on Employment of People with Disabilities
1331 F Street, NW, Washington, DC 20004-1107
<http://www.pcepd.gov>



President's Committee on Employment of People with Disabilities



JOB ACCOMMODATION NETWORK

The JAN information service:

The President's Committee's Job Accommodation Network (JAN) is an international toll-free consulting service that provides information about job accommodation and the employability of people with functional limitations. Anyone may call JAN for information. Calls are answered by consultants who understand the functional limitations associated with disabilities and who have instant access to the most comprehensive and up-to-date information about accommodation methods, devices and strategies. JAN preserves the confidentiality of communication between caller and consultant. The mission of JAN is to assist in the hiring, retraining, retention or advancement of persons with disabilities by providing accommodation information.

JAN can help you:

- *hire, retain, and promote qualified employees/applicants with disabilities*
- *reduce workers' compensation and other insurance costs*
- *address issues pertaining to accessibility*
- *provide accommodation options and practical solutions*

Americans with Disabilities Act (ADA)

In 1991, the services of the Job Accommodation Network were expanded to provide public access information to businesses and services needing to comply with the Americans with Disabilities Act (ADA). By dialing 1-800-ADA-WORK, a caller can speak with a JAN consultant who is knowledgeable about public access issues and ways to modify facilities and equipment to provide access for persons who are disabled.

Toll Free Information Service (Voice/TDD)	
United States	1-800-526-7234
Canada	1-800-526-2262

ADA Information (Voice/TDD)	
1-800-ADA-WORK (1-800-232-9675)	
Computer Bulletin Board	
1-800-DIAL-JAN	(1-800-342-5526)

918 Chestnut Ridge Road, Suite 1; WVU; PO Box 6080, Morgantown, WV 26506-6080

Over...

What will happen when you call:

When you dial JAN's toll-free number, a professional consultant will ask a few easy questions about the requirements of the job, the worker, and the work environment. The answers to these questions will help the consultant find the accommodation solutions most appropriate for your *individual* specifications.

The consultant will search JAN's files to discover readily-available solutions, and may also engage other experts to help determine appropriate accommodations for your situation.

You will receive information about possible solutions for your particular situation. You may also receive names and phone numbers of employers or workers who have made such accommodations, and lists of other helpful information such as funding resources and tax incentives.

If you have made an accommodation in your workplace, you will be asked to share your experience on JAN's easy data input form. Information which you provide will be added to JAN's resources, where it can be used to benefit others.

JAN's resources:

Consultants who are specialists in functional limitations and rehabilitation;
Voice/TDD lines for hard-of-hearing or deaf callers;
Ability to answer requests in English, Spanish and French;
Materials which can be distributed in English, Spanish, French, braille, large print, tape, and disk;
Comprehensive library of information about tens of thousands of manufactured 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 other issues;
Computer bulletin board (toll-free) for discussion groups, electronic mail and other information sharing.

Calling hours:

Calls are answered 8 a.m. to 8 p.m. Eastern Time Monday through Thursday, and on Fridays from 8-5. All lines are Voice/TDD. Machines answer after-hours calls.

Electronic Access:

DIAL-JAN is a computer-based bulletin board created and maintained by the West Virginia Research and Training Center's Project Enable. Among its many functions, DIAL-JAN enables businesses and rehabilitation professionals to "come together" to share needs and expertise. JAN also maintains a web-server on Internet. To access our web page, use URL: <http://janweb.icdi.wvu.edu>

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JAN

Job Accommodation Network



A Service of the President's Committee on Employment of People with Disabilities

Toll Free Information Service (Voice/TDD)

United States	1-800-526-7234
Canada	1-800-526-2262

ADA Information (Voice/TDD)

1-800-ADA-WORK (1-800-232-9675)

Computer Bulletin Board

1-800-DIAL-JAN (1-800-342-5526)

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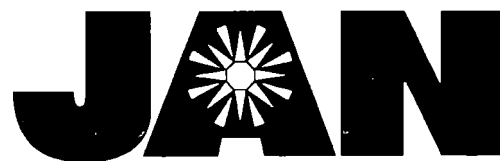
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JOB ACCOMMODATION NETWORK
WEST VIRGINIA UNIVERSITY
918 CHESTNUT RIDGE RD SUITE 1
PO BOX 6080
MORGANTOWN WV 26506-9901

The Job Accommodation Network (JAN) is an international consulting service that provides information about job accommodation and the employability of people with disabilities.

JAN is a service of the President's Committee on Employment of People with Disabilities



967 3682

Free Information Services

ADA Information - Voice/TDD

1-800-ADA-WORK (1-800-232-9675)

Job Accommodation Network (JAN)

All lines voice/TDD

United States 1-800-526-7234
Canada 1-800-526-2262

Computer Bulletin Board

1-800-DIAL-JAN
(1-800-342-5526)

Internet Website

<http://janweb.icdi.wvu.edu>

For more information contact:

Job Accommodation Network
918 Chestnut Ridge Rd., Suite 1
WVU; P.O. Box 6080
Morgantown, WV 26506-6080

or

The President's Committee on
Employment of People with Disabilities
1331 F Street, N.W.
Washington, DC 20004-1107
202-376-6200 (Voice)
202-376-6205 (TDD)
202-376-6219 (FAX)



Job Accommodation Network



**FREE CALL
FREE CONSULTATION
FREE INFORMATION**

About job accommodation
strategies and the
employability of people
with disabilities.

1-800 **JAN - 7234**

Voice/TDD



**A Service of
the President's
Committee on
Employment of
People with
Disabilities**



**Why you should contact the Job
Accommodation Network (JAN)**

You, your company, your agency or
someone you know will benefit from
contacting the Job Accommodation
Network (JAN).

JAN will give you practical suggestions for
changing a worker's surroundings so that

- ☐ a disabled employee can return to work;
- ☐ a person with functional limitations can
be hired or promoted to a new position;
- ☐ an employee can perform work more
easily and be more productive.

JAN can also give you information that will
help you create barrier-free facilities that
comply with the Americans with Disabilities
Act (ADA).

*JAN is not an employment service, but
a **job accommodation** service.*

JAN services are free.

Try JAN's comprehensive services:

- **Call Toll-free** in the United States and Canada. Phone lines serve both voice and TDD (telecommunication devices for persons who are deaf). You may speak English, French, or Spanish.
- **Talk with JAN's helpful consultants**, who are knowledgeable about a wide range of functional limitations and capabilities of persons with disabilities.
- **Discover practical strategies for your situation**. You will receive free information from JAN's extensive information about accommodation strategies, methods, and manufactured devices.
- **Request special formats**. JAN produces information in English, French, and Spanish, as well as in braille, large print, on tape and disk.
- **Join the free computer network**. Ask for information about DIAL-JAN, the toll-free computer bulletin board for discussion groups, electronic mail and accommodation information.

JAN will use all its resources to discover and deliver practical suggestions for your particular situation.



Discover the truth about job accommodations:

- Job accommodations are usually not expensive.
- Job accommodations may be as simple as a rearrangement of furnishings.
- Job accommodations can reduce workers' compensation and other insurance costs.
- Job accommodations can increase the pool of qualified employees.
- Job accommodations can create opportunities for persons with functional limitations.

88% of job accommodations suggested by JAN cost less than \$1000.

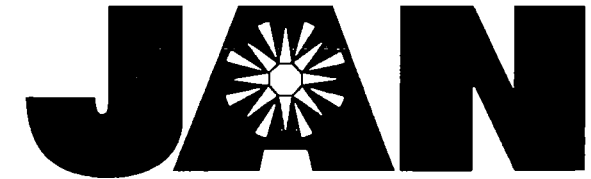


Discover the capabilities of workers with functional limitations.

Accommodations suggested by JAN assist employees with all kinds of limitations.

- Sensory limitations (vision, hearing, speech).
- Motor limitations (loss of limb, paralysis, carpal tunnel syndrome).
- Neurological functioning (specific learning disabilities, mental illness, mental retardation, and head injury).
- Multiple limitations (multiple sclerosis, cerebral palsy, muscular dystrophy).
- Other disabilities such as allergies, diabetes, heart disease, HIV/AIDS.

Anyone may call JAN for information.



Return this card to receive

(please check)

- Form for sharing your job accommodation story with the network.
- Instructions on using DIAL-JAN, the toll-free computer bulletin board service.
- More information about the Job Accommodation Network.

Name _____

Title _____

Organization _____

Address _____

City _____

State _____ Zip _____ Phone _____

I acquired this brochure from _____

I heard about JAN from _____

Job Accommodation Network

A Service of the President's Committee on Employment of People with Disabilities

Job Accommodation Information	(Voice/TDD)
United States	1-800-526-7234
Canada	1-800-526-2262
ADA Information	(Voice/TDD)
1-800-ADA-WORK	(1-800-232-9675)
Computer Bulletin Board	
1-800-DIAL-JAN	(1-800-342-5526)
Internet Website	http://janweb.icdi.wvu.edu

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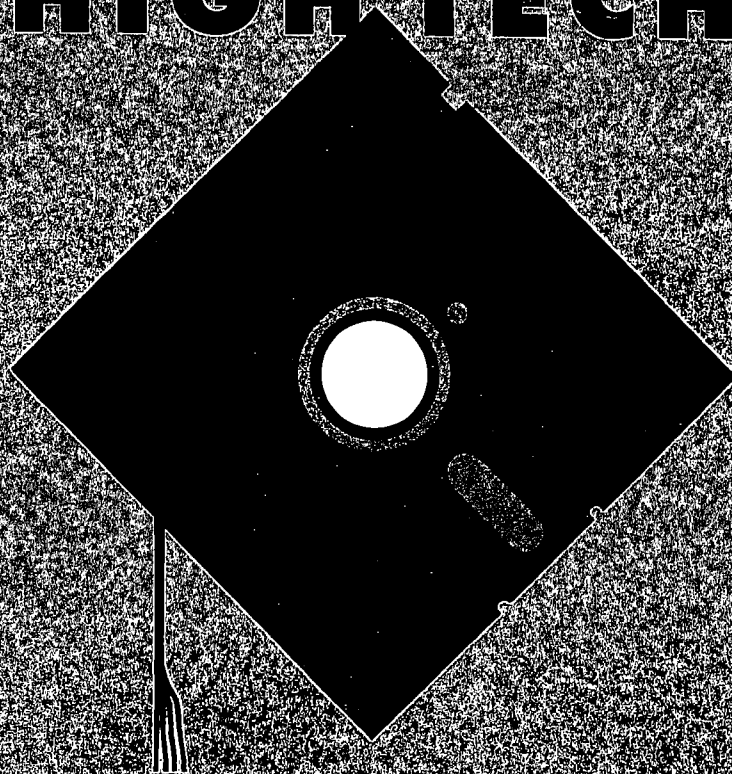
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Introducing High School/High
Tech

20pgs

INTRODUCING
HIGH SCHOOL/
HIGH TECH



PROMOTING SCIENCE,
ENGINEERING, AND
TECHNOLOGY CAREERS
FOR STUDENTS WITH
DISABILITIES

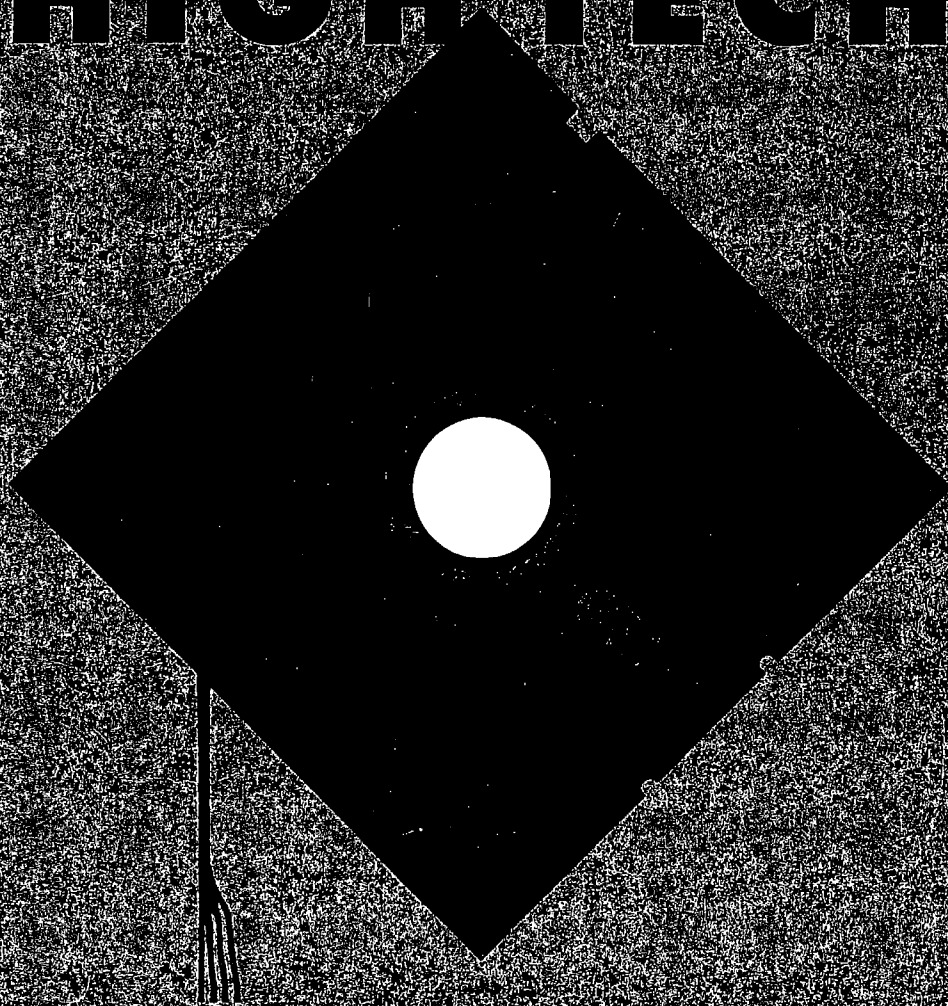
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HIGH SCHOOL/ **HIGH TECH**



ESTABLISHING A PROGRAM
TO PROMOTE SCIENCE,
ENGINEERING, AND
TECHNOLOGY CAREERS
FOR STUDENTS WITH
DISABILITIES

WHAT IS THE WORKFORCE RECRUITMENT PROGRAM?



The Workforce Recruitment Program for College Students with Disabilities (WRP) is a resource for businesses nationwide to identify qualified temporary and permanent employees from a variety of fields. Applicants are highly motivated postsecondary students and recent graduates eager to prove their abilities in the workforce.

WHAT DOES THE PROGRAM OFFER EMPLOYERS?

- ◆ Job candidates pre-screened through face-to-face interviews
- ◆ Information about each applicant's qualifications
- ◆ Referral pools tailored to specific job requirements
- ◆ Access to candidates across the nation, by state or by job category
- ◆ Flexibility in hiring for summer internships or permanent positions
- ◆ Opportunity to identify outstanding interns for permanent staffing needs
- ◆ Freedom to conduct independent interviews after referrals are made

And all of these services are free!

"It isn't just work experience. It was life experience...It's very empowering. For the first time, I was truly on my own."

- Muffi Lavigne
Director, Project Inclusion,
United Cerebral Palsy Associations
WRP Participant,
Summers 1991, 1992, 1993

"Diversity works. Employees like Paulette from the Workforce Recruitment Program bring their unique talents and life experiences together with those of others, resulting in better services to the client."

- Jane Sneed

Program Director, Irving Burton Associates

Current supervisor of Paulette Chasey, WRP Participant, Summer 1995

WHAT CAN SUMMER INTERNS DO FOR YOUR BUSINESS?

- ◆ Undertake special projects postponed for lack of time or resources
- ◆ Assist permanent staff with key projects
- ◆ Share specialized knowledge and innovative technical skills
- ◆ Assume responsibilities of staff on vacation or leave of absence
- ◆ Prove that qualified people with disabilities make excellent employees
- ◆ Contribute in a wide variety of areas, including business, communications, human resources, engineering, science, computer science and administrative support

HOW DOES THE PROGRAM WORK?

Annually, trained recruiters conduct personal interviews with interested students on college and university campuses. From these interviews, a database is compiled containing information on more than 1,000 college students and recent graduates seeking temporary or permanent jobs.

The database is available on CD-ROM to employers at no cost. Employers may search the database by state or by job category to identify qualified applicants for their job openings. Each search will generate candidate profiles, which include academic and demographic data, contact information and recruiter comments. Employers are free to conduct independent interviews with candidates, and are under no obligation to hire.

TO ACCESS THE DATABASE ...



To obtain a complimentary copy of the CD-ROM and instructions for its use, fax a request on company letterhead to "WRP Manager" at (202) 376-6868. Please be sure to indicate clearly the company's street address and telephone number.

As an alternative, employers may contact the President's Committee's Job Accommodation Network (JAN) toll-free at (800)-526-7234 (Voice/TTY) to have a specialist conduct a database search for applicants who meet specific job qualifications.

EMPLOYERS: FOR MORE INFORMATION ABOUT THE PROGRAM

Contact the WRP Coordinator at the President's Committee on Employment of People with Disabilities:



1331 F Street, N.W.
Washington, DC 20004
(202) 376-6200 Voice
(202) 376-6205 TTY
info@pcepd.gov E-mail

The Workforce Recruitment Program is co-sponsored by the President's Committee on Employment of People with Disabilities and the Department of Defense.

"I was extremely impressed with Bill Hemming's knowledge of computer applications and the projects he had completed while working at the Workforce Recruitment Program.... We saved quite a bit of training time by hiring Bill who was already 'up to speed' in the computer department."

– Susan L. Stack
Marketing Assistant Specialist,
Prudential Preferred Financial Services
Current supervisor of Bill Hemming,
WRP Participant, Summer 1995

"It's a tremendous opportunity for employers to tap into high quality people who really want to work, who really want to make a difference."

– Eddie Espinosa
President, REELife Solutions
WRP Participant, Summer 1980



This publication is available in
alternate formats upon request.



WHAT IS THE WORKFORCE RECRUITMENT PROGRAM?



The Workforce Recruitment Program for College Students with Disabilities (WRP) is a resource to connect public and private sector employers nationwide with highly motivated postsecondary students and recent graduates with disabilities who are eager to prove their abilities in the workforce. Employers seek to fill both temporary and permanent positions in a variety of fields.

Myths, stereotypes, and misconceptions about people with disabilities often stand in the way when people with disabilities look for jobs, resulting in a high rate of unemployment. Statistics show that people with disabilities from minority backgrounds encounter even greater difficulty in obtaining work. The WRP aims to eliminate this workplace discrimination one student, one employer, and one job at a time.

WHO IS ELIGIBLE TO PARTICIPATE IN THE WRP?

An applicant for the program must

- ◆ have a substantial disability
- ◆ be a United States citizen
- ◆ be enrolled in an accredited two-year or four-year college or university, or a graduate or professional school, as a degree-seeking student taking at least a half-time course load OR
- ◆ be enrolled in such an institution as a degree-seeking student taking less than a half-time course load in the enrollment period immediately prior to graduation OR
- ◆ have graduated from such an institution within the past six months

WHAT DOES THE WRP OFFER TO COLLEGES AND UNIVERSITIES?

The WRP provides a unique opportunity for colleges and universities to

- ◆ tap into a system that has been successfully placing students with disabilities in summer and permanent jobs in the public and private sectors for several years, at no cost to the school, the student, or the employer
- ◆ bring together the resources of their disability services and career services offices to promote more effectively the job seeking skills and career readiness of their students with disabilities
- ◆ provide their students with disabilities a chance to grow personally and professionally through participation in this nationwide program

WHAT DOES THE WRP OFFER TO ELIGIBLE STUDENTS?

The WRP is an excellent way for students with disabilities in all fields of study to

- ◆ market their abilities to a wide variety of potential employers across the United States
- ◆ sharpen their interviewing skills during a required one-on-one meeting with a WRP recruiter
- ◆ gain valuable skills, experience, and contacts on the job
- ◆ prove that people with disabilities can be excellent employees

HOW DOES THE PROGRAM WORK?

The WRP operates on the following timeline:

- ◆ By October 31, the schedule of recruitment visits to schools is confirmed.
- ◆ From late January through the end of February, recruitment visits, which include 30-minute personal interviews with individual students, are conducted.
- ◆ By late March, a data base composed of student information gathered during recruitment visits is made available to employers in the public and private sectors.
- ◆ Once the data base is released, interested employers make direct contact with students about temporary and permanent job offers. The data base is active for one year.



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The WRP is co-sponsored by the President's Committee on Employment of People with Disabilities and the Department of Defense, with support from other federal agencies.

HOW CAN YOU PARTICIPATE?

- ♦ If you are a college coordinator for disability services or career services, contact the WRP Coordinator at the President's Committee on Employment of People with Disabilities at 1331 F Street, NW, Third Floor, Washington, DC 20004; (202) 376-6200 Voice;



(202) 376-6205 TTY;
(202) 376-6219 Fax;
info@pcepd.gov E-mail.

- ♦ If you are an eligible student, share this brochure with your school's disability services or career services coordinator, and ask him or her to contact the WRP Coordinator. Please understand that we work directly with college coordinators, and cannot respond to inquiries from individual students.

WORKFORCE RECRUITMENT PROGRAM



This publication is available in
alternate formats upon request.

HOW ARE DELEGATES SELECTED FOR THE FORUM?

The delegates are chosen through a statewide competition that seeks students with disabilities who have leadership potential. Each applicant submits a standard form, an essay, and letters of recommendation. The group that is selected is representative of the state in terms of geography, gender, economic status, ethnicity, and types of disabilities.

IS THERE A COST FOR STUDENTS TO ATTEND?

No. The commitment of the YLF is to enable youth with disabilities to grow personally, socially, and academically, and to fulfill their potential in their work and their lives. No student should be denied this opportunity because of economic hardship. All costs, including transportation, are paid for through fundraising, sponsored scholarships, and corporate donations.



President's Committee on Employment
of People with Disabilities
1331 F Street, NW
Washington, DC 20004

Telephone: (202)376-6200

Fax: (202)376-6868

TTD: (202)376-6205

<http://www.pcepd.gov> (Internet)

info@pcepd.gov (E-mail)

This publication is available in
alternate formats upon request.

YOUTH LEADERSHIP FORUM

FOR STUDENTS WITH DISABILITIES



WHAT IS THE YOUTH LEADERSHIP FORUM ?

The Youth Leadership Forum for Students with Disabilities (YLF) is a unique career leadership training program for high school juniors and seniors with disabilities. By serving as delegates from their communities at a four-day event in their state capital, young people with disabilities cultivate leadership, citizenship, and social skills.

The program was developed by the California Governor's Committee for Employment of Disabled Persons in 1992. The President's Committee on Employment of People with Disabilities seeks to replicate this initiative around the nation. The YLF is implemented at the state level by the President's Committee's state and local partners.

WHY IS THE YLF ONLY FOR STUDENTS WITH DISABILITIES?

It is critical that people with disabilities growing into adulthood learn to identify themselves with pride as individuals and as members of the very accomplished disability community. By providing a framework of history and an atmosphere of encouragement, the YLF offers peers with common challenges and experiences the opportunity to learn from one another.

Delegates gain access to vital resources related to assistive technology, community support, and civil rights. Successful men and women with disabilities serve as role models in helping youth realize their ability, right, and obligation to pursue meaningful employment and contribute to society.



WHAT IS THE YLF ALL ABOUT ?

The educational and motivational forum involves an intense schedule. Throughout the training, small "working groups" explore personal leadership and career plans. Social, artistic, athletic, and recreational activities abound, as these are part of leading a well-rounded life. Guest speakers address such topics as disability rights laws, innovations in technology, and resources at all levels. A guided tour of the state capitol involves interaction with members of the press, government dignitaries, and often the governor. A farewell dance is a time to celebrate accomplishments with new friends.

The key to the YLF is leadership by example. Adults with disabilities who have traveled the same path these young people are facing serve as faculty and staff. Many other volunteers, some with disabilities and some without, help to make the program a success.

YLF alumni take with them an obligation to follow through on goals outlined in "personal leadership plans" that they have written for themselves. In California, past participants of this program have developed an alumni newsletter to share resources. In addition, follow-up activities including corporate mentorships and internships have been established in order to continue networking activities. Often alumni return to the YLF in later years as volunteer staff.

WHOM DO I CONTACT FOR MORE INFORMATION?

Maggie Roffee
President's Committee on Employment
of People with Disabilities
1331 F Street, NW
Washington, DC 20004

Telephone: (202)376-6200
Fax: (202)376-6868

E-mail: <mroffee@pcepd.gov>.
Internet: <<http://www.pcepd.gov>>.

BUSINESS LEADERSHIP NETWORK

**A Partnership Sponsored
by the President's Committee on
Employment of People
with Disabilities**

FAX: 202/376-6219

- Computer and electronics
- Publishing and communications
- Manufacturing
- Automotive
- Power and utilities
- Construction and real estate
- Financial services and banking
- Other



The President's Committee's Business Leadership Network will enlist the participation of employers who understand the benefits of the Americans with Disabilities Act (ADA) in the workplace and the marketplace. They are willing to share their understanding and experience with other businesses, especially small businesses.

Members of the Network have proven the value of the ADA through RESULTS:

- A workforce that includes people with disabilities;
- A record of retaining workers who acquire disabilities on the job; and
- An investment in the disability community as a new market for their businesses.

Members of the Network will bring their expertise to other businesses through a variety of local ACTIVITIES, including public speaking, training, preparing published statements, letters or articles, and assisting with mailings.

The ADA provides an opportunity for businesses to expand their labor pool and customer base. It gives people with disabilities a chance for full citizenship, civil rights, and economic independence.

However, this opportunity can be lost. Fears, apprehensions, and stereotypes destroy the promise of the ADA. Working together to remove these barriers, we can replace them with logic and good business practices. Communication is the key—communication which honestly gives the facts about the ADA, the role of business, and people with disabilities.

Employer-to-employer communication has been a valuable technique in achieving better understanding of the ADA, increased knowledge of people with disabilities, and an awareness of the role of business in hiring people with disabilities.

Objectives of this Network are to:

IDENTIFY business leaders who have demonstrated knowledge and support for the principles of the ADA;

ORGANIZE them in support of the President's Committee's and other state and local disability-related programs, such as the state vocational rehabilitation agencies;

COORDINATE opportunities for members of the Business Leadership Network to speak, train, and share their vision with other employers;

PROVIDE business leaders with materials and technical assistance to increase awareness of disability issues;

INCREASE linkages between members of the Network and local resources within the disability community;

DISSEMINATE successful strategies for hiring and including people with disabilities; and

PROMOTE the ADA-related efforts of local businesses.

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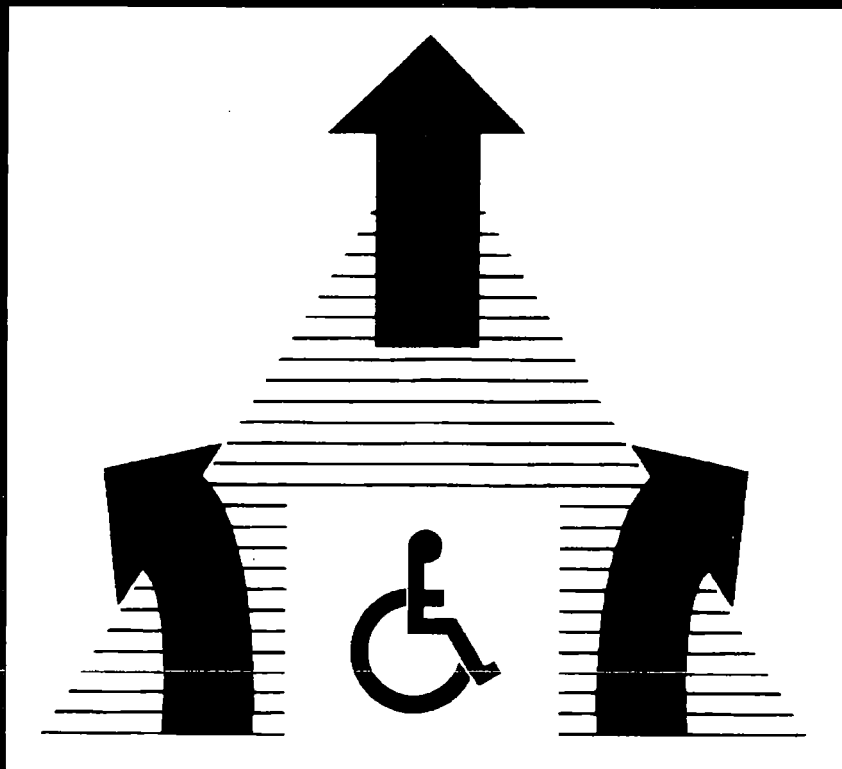
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Perspectives on Employment of Persons with Disabilities

Hyatt Regency Bethesda

Bethesda, Maryland

December 9-11, 1998



Perspectives on Employment of Persons with Disabilities is sponsored by:

- Department of Agriculture ■ Department of Defense
- Department of Health and Human Services
- Department of Labor ■ Department of State ■ Department of Veterans Affairs
- National Council on Disability
- National Institutes of Health/National Institute on Drug Abuse
- President's Committee on Employment of People with Disabilities

Conference support services provided by the Graduate School, USDA

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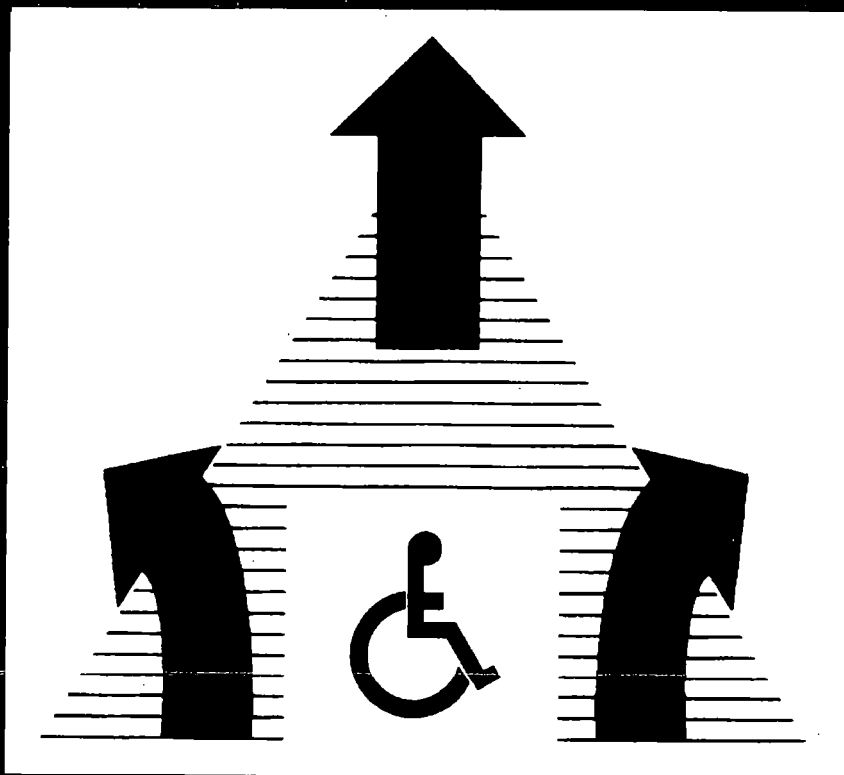
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MINORITY STATISTICS FOR 1998 RECRUITING SEASON - AS OF 8/5/98
(BASED ON 1108 CANDIDATES IN THE DATABASE OF WHOM 874 SUBMITTED THE
MINORITY CENSUS FORM AND 287 HIRED CANDIDATES OF WHOM 225
SUBMITTED THE MINORITY CENSUS FORM)

<u>Designation</u>	<u>Overall Number</u>	<u>Overall Percent</u>	<u>Hired Number</u>	<u>Hired Percent</u>
American Indian or Alaskan Native	17	2 %	3	1 %
Asian or Pacific Islander	48	5 %	15	7 %
Black, not of Hispanic origin	123	14 %	44	20 %
Hispanic	93	11 %	25	11 %
White, not of Hispanic origin	593	68 %	138	61 %
	<u>874</u>	<u>100 %</u>	<u>225</u>	<u>100 %</u>

POSITION STATISTICS - 1997/98
(OVERALL PLACEMENT RATE IS 26.9%)

POSITION	# HIRED	# INTERVIEWED	PERCENT
Administration	82	225	36.44
Business	59	146	40.41
Computer	46	143	32.17
Engineering	10	43	23.26
Open	18	82	21.95
Other	21	188	11.17
PR	41	160	25.62
Science	21	121	17.36

HIRED BY AGENCY - 1997/98

HIRED	# HIRED
Agriculture	27
Bear Stearns (JOB)	1
Coopers & Lybrand (JOB)	2
DoD (AAFES)	4
DoD (Air Force)	14
DoD (Army)	42
DoD (DCAA)	5
DoD (DeCA)	9
DoD (DFAS)	1
DoD (DISA)	2
DoD (DLA)	19
DoD (DoDEA)	7
DoD (DSS)	17
DoD (Navy)	61
DoD (OIG)	1
DoD (OSIA)	1
DoD (Tricare)	2
DoD (USUHS)	8
DoD (WHS/OSD)	8
EPA	2
Ex/Im Bank	3
HBO (JOB)	1
HHS (FDA)	1
HHS (HRSA)	3
HHS (NIDA)	1
Irving Burton Associates	1
Justice	7
Labor	14
NationsBank	2
PCEPD	3
Simon & Schuster (JOB)	1
SSA	11
State	6
Travelers Group (JOB)	1
Treasury	3
Turner Broadcasting (JOB)	1
Turnpike Appliance Service	1
VA	5

DISABILITY STATISTICS - 1997/98
(OVERALL PLACEMENT RATE IS 26.9%)

DISABILITY	# HIRED	# INTERVIEWED	PERCENT
Blind	8	43	18.60
Deaf-Manual	17	57	29.82
Deaf-Somewhat Oral	12	28	42.86
Deaf-Very Oral	18	54	33.33
Dexterity-Comments	9	33	27.27
Head Injury	5	27	18.52
Learning	96	300	32.00
Low Vision	21	91	23.08
Mobility-Comments	25	93	26.88
Psychiatric	8	31	25.81
See Comments	37	171	21.64
Seizures	2	13	15.38
Unknown	17	68	25.00
Uses Wheelchair	23	99	23.23

PRESIDENT'S COMMITTEE ON EMPLOYMENT OF PEOPLE WITH DISABILITIES *FY '99 PROJECTS & ACTIVITIES*

Business Leadership Network: The BLN is a national, employer-led program in concert with state Governors' Committees and private businesses that engages the leadership and participation of companies to hire qualified job applicants with disabilities. This program offers employers pertinent disability employment information; access to qualified job applicants; a network of companies sharing information on specific disability employment issues; the opportunity to provide training and work experience for job seekers with disabilities; and recognition for best disability employment practices.

Youth Leadership Forums: A Youth Leadership Forum is a state wide employment and leadership development training specifically designed for high school juniors and seniors with disabilities. During a four day residential summer training session located on a college campus, students attend lectures, participate in small group discussions, practice leadership skills, and develop career and civic action plans. All faculty are individuals with disabilities who have succeeded in business, science, service, government, entertainment, political or entrepreneurial careers. Participating students are chosen through a highly competitive process and each forum represents the ethnic, disability, and racial diversity of the state. In addition to learning that their own disabilities impede neither their career paths nor their ability to assume leadership roles, these students learn to appreciate and value their peers with different types of disabilities. This program is based on the highly successful California Youth Leadership Forum that was established in 1992.

High School/High Tech: The purpose of the High School/High Tech Program is to encourage students at the secondary level, and below, to take the necessary post secondary academic preparation and skill training to pursue careers in engineering, science and high technology fields. The program is implemented locally with public and private funding sources and through cooperative efforts between businesses and school districts. High School/High Tech programs typically provide shadowing experiences, mentoring, paid internships and other activities for high school students with disabilities. Students in the Florida High School/High Tech programs had the opportunity to be present at a night space shuttle lift off as guests of NASA and NOAA. Students in the Pittsburgh TechLink program participated in a robot construction project contest at Disneyworld. The President's Committee will help to find funding and to organize new projects.

Workforce Recruitment Program: Coordinated by the President's Committee and the U. S. Department of Defense, the Workforce Recruitment Program aims to provide summer work experience, and in some cases full-time employment, for college students with disabilities. The program develops partnerships with other federal agencies, each of whom makes a commitment to provide summer jobs and a staff recruiter. Each year, recruiters interview more than 1,000 students with disabilities at colleges and university campuses across the nation, and develop a data base listing the qualifications of each student. As of 1996, private sector employers have been able to utilize the data base, and in 1997 the first private employer, NationsBank, hired four student interns.

Job Accommodation Network (JAN): JAN is a toll-free information and referral service on job accommodations for people with disabilities; on the employment provisions of the Americans with Disabilities Act; and on resources for technical assistance, funding, education, and services related to the employment of people with disabilities. In addition, JAN analyzes trends and statistical data related to the technical assistance it provides. JAN can be accessed by phone at 1-800-526-7234 or 1-800-ADA-WORK (1-800-232-9675) or by Internet (<http://www.jan.wvu.edu/english/homeus.htm>).

Job Fairs: Three career fair are planned for FY '99. The logistics for these events will be handled by a contractor and will be supported by the Committee in partnership with its membership.

Cultural Diversity Initiative: This project seeks to improve employment opportunities for minority persons with disabilities. Recent U.S. Census Bureau statistics reveal that more than 66% of all African-Americans with disabilities don't work. And, 85% of all severely disabled African-Americans are not working. More than 59% of Hispanic persons with disabilities are not working. Individuals with disabilities who are members of other minority groups are also disproportionately represented among the unemployed. In cooperation with the U.S. Department of Education's Office of Special Education and Rehabilitation Services (OSERS) and key minority organizations, a significant part of this project includes leadership training for minority individuals with disabilities, who in turn will be able to educate others within their respective communities on the ADA, disability employment issues, and how to compete for grants funded under Titles I through VIII of the Rehabilitation Act. Another aspect of the project involves working with the minority organizations to develop strategies they can pursue to reduce the high unemployment rate of minorities with disabilities.

Promoting Entrepreneurial and Self-Employment Opportunities for People with Disabilities: The goal of this project is to identify, on a national level, appropriate resources for planning, training, technical assistance, and capital development for individuals with disabilities who wish to develop their own businesses. A meeting of leaders in the field of self-employment and entrepreneurship was convened in Chicago in July 1998.

Project Employ: The purpose of this project is to dispel current stereotypes concerning the employability of persons with cognitive disabilities and to develop white collar employment opportunities for these individuals, with a primary focus on people with mental retardation. This project is a partnership effort between federal, state and local public agencies, employers, private nonprofit organizations, vendors and people with disabilities. Actual demonstration programs placing persons with cognitive disabilities in white collar jobs are planned for later phases of this project.

Outreach to Small Business: The goals of this project are to educate small and medium-size businesses about the benefits of not only hiring, retaining and promoting people with disabilities, but also serving customers with disabilities. This project utilizes the expertise of members of the Employer Subcommittee to develop materials and implement marketing strategies to reach small businesses, trade associations and professional and business service organizations.

Disabled Veterans Employment Forums: The Subcommittee on Disabled Veterans conducts regional forums to review employment issues facing veterans with disabilities in specific geographic areas. Forums were conducted in Seattle, WA, and Portland, OR in 1996, in Denver, CO and Boston, MA in 1997, and in California in 1998. Executive summaries, identifying issues that need to be addressed, are prepared for each forum.

Perspectives on Employment of People with Disabilities in the Federal Sector: This annual conference, which is co-sponsored by 10 federal agencies and chaired by the President's Committee, brings together federal EEO officials and personnel representatives who deal with issues that affect the employment of people with disabilities within the federal government. The next conference will be held in Bethesda, Maryland from December 9 - 11, 1998.

Technology: This is a new project of the President's Committee which was launched in 1998. The goal of this project is to promote the development and use of emerging information technologies and telecommunications that are accessible to people with disabilities in the workplace.

Education Kit: This is a twenty page publication that is published annually with new materials designed to provide our publics information, resources and fact sheets to use for educational and informational activities throughout the year. Two popular uses of the kit are for ADA anniversary and National Disability Employment Awareness Month activities.

Recognition Program: This is a two-fold project. One piece is to honor individuals for their contributions towards public awareness of employment and empowerment of people with disabilities. A second piece is to provide scholarships and fellowships to students with documented disabilities.