# Accessibility, Accommodation, and Alternative-Format Information

## Accessibility.

Minnesota law requires all products produced by the state to be accessible to all individuals. A document or application is considered accessible if it meets certain technical criteria and can be used by people with disabilities, such as people who are mobility impaired, blind, low vision, deaf, or hard of hearing or who have cognitive impairments. All documents in this manual meet these state standards.

See your agency’s accessibility coordinator or ADA coordinator for further information or if you believe that these documents require further modification for your use.

## Accommodation.

The Notice of Hearing and Dual Notice should contain the following—or a similar—statement:

**Accommodation.** If you need an accommodation to make this hearing accessible, please contact the agency contact person.

Under the Americans with Disabilities Act, agencies must make reasonable modifications in policies, practices, and procedures to enable access for individuals with disabilities. It is up to the individual to tell the agency the modification that the individual needs.

Any cost incurred for the modification is the responsibility of the agency providing the service. If the modification would “fundamentally alter” the goods, services, or operation or would result in an undue burden (significantly difficult or expensive), it would not be required. If this were to happen, your agency should still pursue whether there is another modification that could work.

You should review and deal with each situation on a case-by-case basis, and most of the situations that you will deal with will be easy to accommodate.

Accommodations that may be requested for a hearing may include sign-language interpreters or real-time court-reporting services.

## Alternative Format.

The Request for Comments, Statement of Need and Reasonableness, Notice of Intent to Adopt Rules Without a Public Hearing, Dual Notice, and Notice of Hearing should all include the following—or a similar—statement:

Upon request, this information can be made available in an alternative format, such as large print, braille, or audio.

Requests are rare, but they do occur. If you get one, here are some options:

* **Make photocopied enlargements.** The simplest option might be to enlarge the document on a photocopier. You will probably have to do some creative paste-up to keep the document whole.
* **Use a larger typeface.** If you have the computer file of the document, you may reformat it using a larger typeface.
* **Record the information in audio.** You can record the material yourself or obtain recording services from the State Services for the Blind. They charge **$12.50** per recorded hour. The service reads straight text and captions. If requested, they will describe charts, graphs, tables, diagrams, etc. that would be understandable to a listener. Contact Audio Services at (651) 539-1422 or ssb.audioservices@state.mn.us to make arrangements directly for the desired format.
* **Convert to braille.** State Services for the Blind also provides braille services, as follows: braille costs **$2.25** per braille page; it takes about three braille pages to equal each 8.5 x 11 sheet of conventional text. Since this can get quite bulky, braille is recommended for reference information—for example, lists of phone numbers. You should send a memo, a hard copy of the material to be transcribed, and an electronic file (MS Word, .docx, .doc, or PDF) if possible. Allow 5-10 business days for completion. Call Yvette Hennies, Sharon Obrestad, or Christine Smeed at (651) 539-2315 or email ssb.braille@state.mn.us.

Each agency is responsible for the costs of making information available in alternative formats.

## Additional resources.

You can find the digital accessibility requirements under Minnesota Statutes, section 16E.03, or through MNIT’s Office of Accessibility. The office oversees accessibility standards for the executive branch and provides resources that ensure applications, websites, and documents are accessible for everyone.

Also noteworthy is the Office of Enterprise Translations, which is dedicated to providing agencies with support for translating written materials.

Other resources include the Minnesota Olmstead Implementation Office, Disability Minnesota, and ADA Minnesota.

## Web links.

*[Office of Accessibility:](https://mn.gov/mnit/about-mnit/accessibility/)*<https://mn.gov/mnit/about-mnit/accessibility/>

*[Office of Enterprise Translations:](https://mn.gov/admin/government/translations/)* <https://mn.gov/admin/government/translations/>

*[Minnesota Olmstead Implementation Office:](https://mn.gov/olmstead/)*<https://mn.gov/olmstead/>

*[Disability Minnesota:](https://mn.gov/disability-mn/)*<https://mn.gov/disability-mn/>

[*ADA Minnesota:* https://mcil-mn.org/services/ada-minnesota/](https://mcil-mn.org/services/ada-minnesota/)