



**CONFIRMATION OF REQUEST FOR REASONABLE ACCOMMODATION
AND
PERSONAL ASSISTANCE SERVICES**

Request Number: _____ (To be completed by Reasonable Accommodation Coordinator)

APPLICANT/EMPLOYEE NAME: NAME OF INDIVIDUAL COMPLETING FORM: TODAY'S DATE: DATE OF REQUEST: SUPPORTING DOCUMENTATION ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO	APPLICANT/EMPLOYEE TELEPHONE NUMBER: APPLICANT OR EMPLOYEE STREET ADDRESS: APARTMENT OR OFFICE NUMBER: CITY, STATE, ZIP CODE: EMAIL ADDRESS:
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ACCOMMODATION OR PERSONAL ASSISTANCE SERVICE REQUESTED. While you do not have to have a particular accommodation in mind, please be as specific as possible, e.g., adaptive equipment, reader, interpreter, etc. Please note, Personal Assistance Services are not available to applicants, pursuant to 29 C.F.R. § 203 (5)(i).

REASON FOR REQUEST. If request is time sensitive, please explain.

DOCUMENTATION. Please attach supporting documentation regarding your disability and need for accommodation. DFC may also seek additional information if necessary. DFC does not require any supporting documentation or information when the disability and need for accommodation are obvious or when the employee or applicant has already provided DFC with sufficient information to document the existence of the disability and his/her functional limitations.

SUBMIT COMPLETED FORM TO REASONABLE ACCOMMODATION COORDINATOR.

Authority: The Rehabilitation Act of 1973, as amended, 29 U.S.C. § 791 et seq.; Federal Sector Equal Employment Opportunity, 29 C.F.R. Part 1614; Executive Order 13548, Increasing Federal Employment of Individuals with Disabilities, 75 Fed. Reg. 45039 (Jul. 30, 2010); Executive Order 13164, Requiring Federal Agencies to Establish Procedures to Facilitate the Provision of Reasonable Accommodation, 65 Fed. Reg. 46,563 (Jul 28, 2000); and Equal Employment Opportunity Commission's Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation, Directives Transmittal Number 915.003, October 20, 2000.

Purpose: The principal purpose for collecting this information is to permit the U.S. International Development Finance Corporation (DFC) to assess whether individuals are entitled to a reasonable accommodation. Additionally, this information is being collected and maintained by the DFC to record and track requests for reasonable accommodation by individuals with disabilities, their provision, and the disposition of such requests. Information collected in connection with a request for reasonable accommodation is confidential and may be shared with Agency officials or Agency contractors only when those other individuals need to know the information to make determinations on a reasonable accommodation request or to assist the Reasonable Accommodations Coordinator in making such a determination.

Routine Uses: While the information requested on this form is intended to be used primarily for internal purposes, in certain circumstances it may be necessary to disclose this information externally, for example to disclose the information to another agency to comply with laws governing health and safety or to disclose to adjudicative bodies such as the Equal Employment Opportunity Commission. A full list of Routine Uses for the collection can be found in the System of Records Notice DFC/09, Reasonable Accommodation Records, 86 FR 63000 (Nov. 15, 2021) and OPM/GOVT-10, Employee Medical File System Records, 75 FR 35099 (June 21, 2010), amended 80 FR 74815, (Nov. 30, 2015).

Effect of Disclosure: The provision of information is voluntary; however, if you do not provide this information, the DFC may not provide you with an accommodation, and you may not receive important information.