



DEPARTMENT of CHILDREN and FAMILIES
Making a Difference for Children, Families and Communities



Commissioner
Jodi Hill-Lilly, MSW

Ned Lamont
Governor

Memorandum

To: All DCF Staff

From: Commissioner Jodi Hill-Lilly, MSW *JHL*

Date: July 8th, 2024

Re: Disability Accommodation and Prohibition of Disability Discrimination For DCF Employees

DISABILITY ACCOMMODATION AND PROHIBITION OF DISABILITY DISCRIMINATION FOR DCF EMPLOYEES

PURPOSE

The Department of Children and Families (DCF) is committed to providing and promoting equal opportunities in all its activities and services. This commitment includes following the mandates for the Americans with Disabilities Act of 1990 (ADA), a federal law that makes it unlawful to discriminate against a qualified person with a disability in all aspects of the employment process and in the provision of services and benefits, and the Connecticut Fair Employment Practices Act (CFEPA), which is the Connecticut counterpart to the ADA.

DCF strictly prohibits discrimination on the basis of disability with respect to employment, provision of services, and participation in DCF programs and activities. Further it is the policy of DCF not to exclude persons with a disability from participation in any program or activity. Accordingly, it is the policy of DCF to provide access to employment and all its programs, services, and facilities to persons with disabilities in accordance with Titles I and II of the Americans with Disabilities Act and the Connecticut Fair Employment Practices Act.

WHAT IS A DISABILITY UNDER THE ADA?

Under the ADA, an individual with a disability is any person who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

WHAT IS A DISABILITY UNDER THE CONNECTICUT FAIR EMPLOYMENT PRACTICES ACT (CFEPA)?

Under the CFEPA, an individual with a disability is any person who (1) has an intellectual disability, (2) has a physical disability; (3) has a learning disability, or a (4) mental disability. CFEPA also includes people who are regarded as having a disability.

REASONABLE ACCOMMODATIONS

DCF will reasonably accommodate the known physical, mental, intellectual, and learning disabilities of an otherwise qualified individual with a disability unless the accommodation imposes an undue burden to the agency. DCF will make every reasonable effort to determine and provide the appropriate reasonable accommodation to a qualified individual upon request. DCF, in its discretion, may require the individual to provide additional information about their disability or limitations and the need for accommodation. The ADA/CFEPA do not require DCF to take any action that would fundamentally alter the nature of its program or services or impose an undue financial or administrative burden to the agency.

HOW TO REQUEST AN ACCOMMODATION

Qualified employees or applicants with disabilities may request an accommodation in order to perform the essential functions of their jobs or to gain access to the hiring process. Requests are to be made via the **UKG Self-Service Employee Portal** at: <https://ct.employee.us.people-doc.com/login>. All general inquiries or questions can be sent to DAS.ADA@ct.gov. An ADA Specialist with the Department of Administrative Services will review your request and communicate with you, the HR Generalist and/or your immediate supervisor/manager regarding your need for reasonable accommodation as part of the interactive process. You will be notified of the decision in writing.

If an employee would like to request a review of a denial based on their protected class, a request can be made to the Office of Diversity and Equity via email to Monica Rams at monica.rams@ct.gov and/or DCFOFFICEOFDIVERSITYEQUITY@ct.gov

NO RETALIATION

DCF strictly forbids retaliation against individuals who request an accommodation or otherwise exercise their rights under the ADA/CFEPA. Agents of DCF shall not retaliate against, coerce, intimidate, threaten, harass, or interfere with any individual exercising or enjoying his or her rights under the ADA/CFEPA or because an individual aided or encouraged any other individual in the exercise of rights granted or protected by the ADA/CFEPA.

Additional relevant information can be found in DCF Policy Section 2-3 at: <https://portal.ct.gov/-/media/DCF/policy/policy-and-practice-guides/2024/policy-2-3-412024.pdf>