

AM I A QUALIFIED INDIVIDUAL?

The USDA/CAP Partnership can only provide accommodations to USDA federal employees who are qualified individuals. To make this determination, please meet with your supervisor. If you are still uncertain, your agency's Disability Employment Program Manager (DEPM) can assist you.

WHAT IF I ALREADY KNOW WHAT I NEED?

If the appropriate accommodation is already known and the supervisor approves the employee's accommodation request, simply submit a completed USDA/CAP Partnership Form to your closest TARGET Center.

MORE QUESTIONS? 202.720.2600 (v/tty)

The TARGET Center is a USDA resource to learn about products and services designed to meet assistive or ergonomic needs. The TARGET Center provides information only and does not endorse products or vendors.



USDA TARGET Center
1400 Independence Ave., SW
Room 1006-S
Washington, DC 20250

Phone: (202) 720-2600
Fax: (202) 720-2681

Midwest TARGET Center
1520 Market St.
Room 1624
St. Louis, MO 63103

Phone: (314) 335-8957 (v/tty)

www.usda.gov/oo/target
target-center@usda.gov



Requesting Assistive Technology

through the
USDA/CAP Partnership

On August 30, 2002, Department of Agriculture Secretary Veneman signed an Interagency Agreement with the Department of Defense Computer/Electronic Accommodations Program (CAP) so that assistive technology may be provided, at no cost to USDA agencies, for use by USDA employees with disabilities.

This brochure details the procedures necessary to request these assistive technologies.

Requesting Assistive Technology

Assistive technology is defined as products, devices or equipment that are used to maintain, increase or improve the functional capabilities of individuals with disabilities. If a USDA federal employee is a qualified individual with a disability, the following steps should be taken:



Most low-vision, blind, mobility, deaf and hard-of-hearing computer solutions are covered by the USDA/CAP Partnership.



Contact your closest TARGET Center:
Washington, DC - 202.720.2600 (v/tty)
St. Louis, MO - 314.335.8957 (v/tty)

Confer with a TARGET staff member to determine the appropriate assistive technology.

Fill out the USDA/CAP Partnership Request Form.

Submit the request form, with your supervisor's signature, to the TARGET staff member.



Most ergonomic requests will require that medical documentation be sent to CAP for approval.



The USDA TARGET Center has been identified as the Point of Contact for the USDA/CAP Partnership Program, and will be available for follow-up support or technical consultations if the employee or supervisor has any questions or concerns.



Helping People. It's What We Do.

TARGET can arrange for equipment loans or assistive technology trials in order to help identify effective solutions for employees. TARGET may also loan its equipment to the employee until the order is received from CAP.

For forms and additional information, please visit www.usda.gov/oo/target/cap.html