

MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION				
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	Equal Opportunity and Program Equity	5	3	1
	Section	Effective Date		
	Equal Opportunity and Affirmative Action for Individuals with Disabilities	May, 2000		
Subject	Alternate Formats			

.01 PURPOSE

This directive provides for obtaining and providing alternate formats of auxiliary aids and services to enable persons with disabilities an equal opportunity to participate in or benefit from programs, services and activities offered by the Department of Labor, Licensing and Regulation (D.L.R.).

.02 REFERENCES

- A. Rehabilitation Act of 1973, PL 93-112, Section 504
- B. Maryland Fair Employment Practices (Article 49B, Annotated Code of Maryland)
- C. Governor's Code of Fair Employment Practices, Executive Order 01.01.1995.19
- D. Americans with Disability Act of 1990
- E. 29 CFR Part 34

.03 HISTORY OF PROGRAM ACCESSIBILITY

- A. The concept of program accessibility was first introduced and became law under Section 504 of the Rehabilitation Act of 1973. Congress believed that by focusing on program accessibility recipients of federal funds could make their programs, services and activities accessible to people with disabilities without having to incur considerable cost to retrofit their facilities.
- B. Congress took the same approach in enacting the Americans with Disabilities Act (ADA) as it did with Section 504 of the Rehabilitation Act. Like section 504, ADA focuses on program accessibility and not on making D.L.R. facilities accessible to people with disabilities (i.e. physical accessibility). Only when a program can not be made accessible due to architectural barriers in the facility does ADA require the public entity to make the facility accessible.
- C. What is program accessibility? Program accessibility includes, but is not limited to, an effective method of making written materials and equipment available to people with disabilities, in alternate formats e.g. providing qualified readers, taped texts, audio recordings, braille materials, open/closed-captioned, large print materials and the acquisition or modification of equipment. (Many of the copiers on the market can make "large print materials.")

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#### .04 PROVISION OF ALTERNATE FORMATS

##### A. Policy

- (1) It is the policy of the department to insure accessibility for people with disabilities in all programs and activities administered/funded by DLLR. Each employee of the department, its agencies and grantees will inform a person with disabilities of his/her right to have printed materials in DLLR made available to him/her in “alternate formats”.
- (2) The department will provide an opportunity for the person with disabilities to choose the requested alternate format. the person’s choice will be provided unless to do so would cause undue hardship for the department.
- (3) The Office of Equal Opportunity and Program Equity shall provide a list of organizations that may be contacted to transform written material into braille or computer disk (see attached). Written material(s) will be transformed into braille or other effective format upon request by a person who is blind or visually disabled.
- (4) When an employee of the department receives a request from a person with a disability to have written materials provided to him/her in an alternate format, the employee shall give primary preference to the choice of the person with the disability and provide the alternate format. The Office of Equal Opportunity and Program Equity should be contacted for necessary technical assistance.
  - a. Visual Disabilities – some ways to make printed material accessible to those with visual disabilities are:
    - i. read the information to the individual
    - ii. print out the material in large print from the computer
    - iii. enlarge on photocopy machine
    - iv. read material onto an audio tape
    - v. send copy of computer disk
    - vi. have material brailled

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- b. Deaf or Hard of Hearing – some ways to communicate with persons with hearing disabilities include:
  - i. provide pen and paper to write
  - ii. use the computer screen and keyboard to type
  - iii. provide written materials
  - iv. use a TTY/TDD to communicate
  - v. use the Maryland Relay Service
  - vi. use a qualified sign language interpreter

B. Payment

- (1) the department may not charge a fee for providing alternate formats to a person with disabilities unless the fee is charged to all participants, beneficiaries or clients.
- (2) Payments made for charges to obtain alternate formats will be charged to the program project for which the service is required, using the appropriate DLLR object/sub-object codes.
- (3) Each program, division and/or local office in DLLR should include funding in their budget for the cost of alternate formats.

C. Availability of Alternate Formats

Assistant Secretaries, Program Directors and the Office of Equal Opportunity and Program Equity will determine, based on ADA requirements, the extent to which various alternate formats are to be made available in each DLLR location or from a central or regional location(s).

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**AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)  
BRAILLE/COMPUTER/CLOSED CAPTIONED RESOURCE LIST**

Access Unlimited – Speech Enterprises

P.O. Box 7986

Houston, TX 77270

(713) 781-7441

(800) 848-0311

Free disability specific information packages in braille, large print or cassette relating to Apple computer resources (IBM,MS DOS)

Arctic Technologies

55 Park Street, Suite 2

Troy, MI 48083

(313) 588-7370

Distributors of assorted speech equipment

Arts Computer Products, Inc.

P.O. Box 604

Cambridge 0214

Boston, MA 02111

(617) 547-5320

Large print terminals. Orator, voice output software for the IBM PC. PC LENS, large print software for the IBM PC. PC braille, a braille translation program for IBM and IBM compatibles.

Braille Institute of America

741 N. Vermont Avenue

Los Angeles, CA 90029

(213) 663-1111

A wide variety of braille computer manuals; and extensive demonstration center for computers and computer access devices for visually disabled.

Carroll Center for the Blind

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770 Centre Street  
 Newton, MA 02158  
 (617) 969-6200  
 Career Counseling and computer training. Aids and appliances review.

CiderWare  
 1019 Marinique  
 Dallas, TX 75223  
 (214) 827-7734  
 Customized software for the Apple including billing software and lister talker, a data management program.

Clovernook Printing House for the Blind  
 7000 Hamilton Avenue  
 Cincinnati, OH 45231  
 (513) 522-3860  
 Tactic, a braille quarterly on the use of microcomputers by visually disabled.

Columbia Lighthouse for the Blind  
 1421 P Street, N.W.  
 Washington, D.C. 20005  
 (202) 462-2900  
 Converts printed material into braille.

Computer Conversations  
 6297 Worthington Road, S.W.  
 Alexandria, OH 43001  
 (614) 924-2885  
 DEC-Talk, speech synthesizer. Verbal View, a large print product. Verbal Operating System, a software package to use with speech synthesizers, all for IBM compatible computers.

National Captioning Institute, Inc.  
 5203 Leesburg Pike, 15<sup>th</sup> floor  
 Falls Church, VA 22041  
 (703) 998-2400  
 (Voice, TT or TTY)