



**Mayor's Office for
People with Disabilities**

Disability Disclosure

Disclosure is a personal decision. If a disability is not visible, then an individual will need to determine whether to disclose. If an individual does not require an accommodation during the application process, interview, offer, or after obtaining position and can perform job duties without an accommodation, an individual may decide not to disclose at all.

Reasonable accommodations may be needed to participate in hiring process, to perform job duties/tasks, or to receive a benefit or privilege of employment equally.

When to Disclose

- Disclose **when you need an accommodation**
- If you require an accommodation during the interview process, then you can request accommodation verbally or in writing
- If you don't need an accommodation during the interview process, wait until after you receive a job offer
- Request needed accommodation(s) before onboarding so you have what you need when you start your employment
- Do not wait until there is a performance issue to disclose and request an accommodation

To Whom to Disclose

- Review Employee Handbook and/or Company Intranet for guidance
- Speak with EEO Officer
- If your employer does not have an EEO Officer, speak with your Human Resources Department
- Speak to your supervisor or manager

How to Disclose

- Request meeting to discuss reasonable accommodation needed in writing
- Communicate effectively by explaining that you have a medical condition and need an accommodation. We recommend this is done in writing.



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- Provide employer with accommodation request(s) needed and have medical documentation in writing
- Engage in an interactive Dialogue Process with Employer
 - Make sure to respond promptly to requests or questions employer may ask
 - Document process from when request was made and the accommodation was granted and/or denied.

Know Your Accommodation Needs

- You know best your disability and what your needs are
- Make sure to **Do Your Research** if you're unsure of what accommodation to request for or want to explore options
- Visit <https://askjan.org/soar.cfm> - JAN's Searchable Online Accommodation Resource (SOAR) system designed for users to explore various accommodation options for people with disabilities in work and educational settings. These accommodation ideas are not all inclusive. If you do not find answers to your questions, you can contact JAN directly.
- Let your employer know in writing the accommodation(s) you need in order to perform your job duties or equally participate in employment benefits or privileges

Other Resources

- <https://www.eeoc.gov/facts/jobapplicant.html>
- <https://www.dol.gov/odep/>
- <https://askjan.org/topics/Disability-Disclosure.cfm>
- <https://choosework.ssa.gov/blog/2018-07-16-talking-about-disability-disclosure>
- <https://www.dol.gov/odep/pubs/fact/ydw.htm>