Michigan State University Extension programs are open to all. At some point, you may receive a request to provide accommodations to support the full participation of one of your program participants. Below are resources to assist with meeting an accommodations request.

**Accommodation Statement**

It is the responsibility of programming staff to ensure that the following statement appear on all public program marketing materials:

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Accommodations for persons with disabilities may be requested by contacting the event contact **(insert name)** two weeks prior to the start of the event **(insert deadline date)** at **(insert phone number and email)**. Requests received after this date will be honored whenever possible.

**Receiving an Accommodations Request**

When you receive an accommodations request, please follow the procedure below:

1. Check with your local ISD or other local resource person/organization to identify if there is someone (or an organization) that can provide the accommodation requested locally (i.e., interpreter, translator, equipment, etc.)
2. If you can locate a local resource, identify what, if any, cost would be associated for the service.
3. If you cannot find a local resource to meet the accommodations request, you can contact MSUE HR or the Diversity/Equity/Inclusion office and one of them can work with you to find a resource through the Resource Center for People with Disabilities (RCPD) or other statewide resources.
4. Once you have this information, contact your DD to see if they can strategize with you about how to cover costs – including if you or they will talk with the ID to assist with identifying resources to pay for these services
5. Once you have exhausted these avenues, both to find a local resource person and for finding funding through the DD or the ID, if you are unable to find a resolution, you can contact MSUE HR or the Diversity/Equity/Inclusion office and one of them can work with you to find a resolution, including resources or funding.

Please keep in mind that all of this takes time so please plan accordingly once you receive a request. ***Our program and services are open to all*** and we will do our best to meet all requests, within reason.