



# Social Security Administration Center for Section 504 Compliance

Rehabilitation Act of 1973

504 Tracking

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Section 504 Tracking

Guides:

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**Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities and requires Federal agencies and recipients of Federal financial assistance to provide meaningful access to their programs and activities to individuals with disabilities.**

A standard accommodation is one we routinely provide upon request. Standard accommodations do not require special handling or approval by a manager. A non-standard accommodation is one that we do not routinely provide. The Center for Section 504 Compliance determines non-standard accommodation requests.

**Tracking Section 504 Requests for Accommodation:** Click one (1) of the links below that apply to an accommodation from an SSA beneficiary, SSI recipient, applicant, or representative payee.

- [Click here to report an accommodation request that is provided;](#) or
- [Click here to report an accommodation request that is referred to the Center for Section 504 Compliance](#)



Questions, Comments, and Suggestions - Please send an email to the  
[Center for Section 504 Compliance](#), or  
For Assistance Call 410-966-1682



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### SECTION 504 REPORT ACCOMMODATIONS PROVIDED

**\*Required Field**

\*Report Date: (Format MM/DD/YYYY)

\*Select or type DDORS office code:

Select the requestor's disability or impairment category.

(Must choose one or more from the list below)

- Blind or Visually Impaired
- Cognitive or Learning
- Deaf or Hard of Hearing
- Mobility or Physical
- Psychological or Emotional
- Other disability or impairment, please describe in the box below:

Select the accommodation(s) provided from the list of standard accommodations.

(Must choose one or more from the list below)

- Certified and Qualified Sign Language Interpreter
- Certified and Qualified Video Remote Sign Language Interpreter (VRI)
- Social Security employee who is a Qualified Sign Language Interpreter
- Handwritten notes
- Lip reading or speech reading
- Social Security employee who knows American Sign Language (ASL)
- UbiDuo face-to-face communicator

- OR -

Select from this list of accommodations available in your office:

- OR -

- Other accommodation provided, please describe in the box below:

- Bariatric Chair
- Caption service
- Hearing Loop
- Real-time Court Reporting

**\*Required Field**

Submit

Cancel

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## SECTION 504 REFERRAL TO THE CENTER FOR SECTION 504 COMPLIANCE

**\*Required Field**

\*Report Date: (format MM/DD/YYYY)

\*Select or type DOORS office code:

**Requestor's Contact Information**

\*First Name:  (15 characters max limit)

Middle Name:  (15 characters max limit)

\*Last Name:  (22 characters max limit)

Suffix:  (3 characters max limit)

\*SSN:  (No dashes - 9 characters max limit)

\*Phone Number:  (No dashes - 10 characters max limit)

\*Street Address:  (22 characters max limit)

\*City/Town:  (15 characters max limit)

\*State/Province:

\*Zip Code:  (5 characters max limit)

**Select the requestor's disability or impairment category.**

(Must choose one or more from the list below)

- Blind or Visually Impaired
- Cognitive or Learning
- Deaf or Hard of Hearing
- Mobility or Physical
- Psychological or Emotional
- Other disability or impairment

**Additional Information:**

\*Specify the condition (disability or impairment category selected above) that causes the individual to request a non-standard accommodation.

\*Explain why we cannot communicate with the individual with one of our standard accommodations.

\*What is the non-standard accommodation the individual prefers?

\*Are there any alternative non-standard accommodations that will work for the individual?

**Remarks (Optional)**

**\*Required Field**

***The following Privacy Act and Paperwork Reduction Act Statements will be available for the respondents to hear (verbally) or read (as printed out by the SSA employee). These Statements will be accessible for the SSA employees through a link on the Home Page for the Section 504 SharePoint Tracker:***

### **Privacy Act Statement Collection and Use of Personal Information**

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) allows us to collect this information. We will use the information you provide to process your request for reasonable accommodation.

You do not have to give us the information. Your responses are voluntary. However, failing to provide us with the requested information could prevent us from providing you with the accommodation you have requested.

We rarely use the information you give us for any purpose other than for processing your request for accommodation. However, we may disclose information in accordance with the Privacy Act. For example, we may disclose the information within the agency on a need to know basis, pursuant to a court order, and to other agencies (e.g., Bureau of the Census and the Government Accountability Office) for research, audit, or investigative activities necessary to ensure the integrity and improvement of our programs. We may also disclose information pursuant to routine uses, as provided by the Privacy Act, such as the following:

1. To the Department of Justice for investigating and prosecuting violations of the Social Security Act, representing the Commissioner, or investigating issues of fraud by agency officers or employees;
2. To contractors and other Federal agencies to assist us in running our programs; and,
3. To a congressional office assisting the subject of a record.

A complete list of routine uses for this information is available in our systems of records, which are available on our Internet website at [www.socialsecurity.gov](http://www.socialsecurity.gov) or at your local Social Security office.

**Paperwork Reduction Act Statement** - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. We estimate that it will take about 10 minutes to read the instructions, gather the facts, and answer the questions. ***Send only comments relating to our time estimate above to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401***