

AMERICAN WITH DISABILITIES ACT

Resource List

Translation from Print to Braille

If clientele requests are made from printed Extension materials in Braille, this accommodation needs to be completed in a timely manner. Steps to follow include:

- Make sure client is a Braille reader. Braille is difficult to learn and not all who are blind are Braille readers.
- Material that is in Word format can be translated to Braille through the use of a special computer program in the Disabilities Resource Center on UK Campus.
- If the material that is needed is produced locally (i.e. county newsletter), the county can email the Word file as an attachment to Susan Fogg in the Disabilities Resource Center at mgogg00@email.uky.edu. Susan has a degree in Family and Consumer Sciences, grew up in 4-H and is very familiar with Extension. Material would need to be formatted as plain text (no columns or tables.) If you have questions about the material you can reach Susan at (859) 257-2754.
- If the material that is needed is a College of Agriculture publication, the person to contact is Dennis Duross at dennis.duross@uky.edu. Dennis will assign someone to format the material and then it will go to Susan Fogg.
- Susan Fogg will mail the Braille document directly to the county along with a printed copy.
- The time needed to get the material translated will depend on what other requests the Disability Resource Center is processing. Allow at least two weeks.

Audiotapes for Visually Impaired

If a visually impaired person requests materials be made available on tape, counties may be able to accommodate such a request locally. Teen leaders, Homemakers, or other volunteers may be able to use an Extension Office radio sound room to make a tape of the requested materials. *Guidelines for Readers When Reading Material onto Audiotape* should be followed by the person recording the materials. The Agriculture Communications Department is another resource in getting printed material recorded on audio tape.

Sign Language Interpreter for Hearing Impaired

When clientele request a sign language interpreter, it is good to first ask them if there is someone they prefer using. If no one is specified, the Kentucky Commission on the Deaf and Hard of Hearing in Frankfort (1-800-372-2907 – www.kcdhh.org) is a good resource for finding an interpreter. They maintain a statewide directory of interpreters who can be hired. Be sure to ask the person needing the accommodation what type of interpreter they require (American Sign Language, Signed English, Oral, etc.) Refer to *Tips for Working with a Sign Language Interpreter* for additional information before contacting the interpreter.

ADA Complaints or Concerns

Complaints or concerns related to ADA can be directed to Patty Bender, Assistant Vice President for Institutional Equity, 013b Main Bldg. 40546-0032, phone: 859-257-8927, pbender@email.uky.edu.