

Oklahoma Works Workforce System Access for All Equally Effective Alternate Access Plan (EEAAP)

Purpose of the Equally Effective Alternate Access Plan

In compliance with the certification standards set forth under the Oklahoma Works Workforce System Access for All Certification, the Certifying Entity must apply accessibility standards to Information and Communication Technology (ICT) products and services that it buys, creates, uses and maintains. Such ICT must be accessible as defined by the Web Content Accessibility Guidelines 2.0, Level AA.

The Certifying Entity must also ensure that its programs, services and activities are accessible when offered from an office or other physical structure. Access to the physical environment must be provided in accordance with the standards and guidelines under the Americans with Disabilities Act Amendments Act and the Americans with Disabilities Act 2010 regulations.

When systems, software, processes or physical environments do not meet requirements of the above standards, an alternative access plan must be developed to address the accessibility issue. This form is used to describe the alternate access plan. The plan must be approved by responsible Oklahoma Works Workforce System Access for All Access for All Approval Subcommittee.

Instructions

1. Entities may alter the bolded areas in brackets ([]) to reflect the titles of the responsible persons within their structure.
2. If this concerns **Information and Communication Technology (ICT)**, then the requesting entity is responsible for completing Sections 1 through 3 below
3. If this concerns **a physical building or structure**, then the requesting entity is responsible for completing Section 1, Section 4 and Section 5 below
4. The Oklahoma Works Workforce System Access for All Approval Subcommittee (consisting of representatives of each Oklahoma Works Core Partner) will either a) approve the form and return it to the requesting Entity for processing or b) return the form unsigned. An unsigned form indicates the plan is not approved and must be revised for compliance to the referenced standards.
5. Routing of approval or disapproval of this document to other entities to be determined.

Section 1. Plan Creator Information

Name	Title	Email Address	Oklahoma Works Certifying Entity
Office Extension	Office Location	Date	

Section 2. Description of the Affected System, Software, Process or Other ICT Product

Affected product is a:	
Product Name:	
Product Description:	
Product Purpose:	

Section 3. How will “Equally Effective Alternate Access (EEAA)” to the ICT be provided?

<p>1. Description of the issue:</p> <p>Describe specifically what part of the system, software, or process is a known accessibility issue and is not accessible per WCAG 2.0, AA and the Oklahoma Works Workforce System Access for All standards. Further information on the Oklahoma Works Workforce System Access for All Roadmap to Certification and checkpoints can be found at the Oklahoma Works Workforce System Access for All website.</p>	
<p>2. Persons or groups affected:</p> <p>List the person(s) or groups who may/will be affected by this issue, including the total number of affected persons. Groups may be specific (e.g., general public, visitors, students, Workforce System employees, etc.).</p>	
<p>3. Responsible person(s):</p> <p>List the name(s) and titles of the Oklahoma Workforce System Partner employee(s) who will be responsible for providing equally effective alternate access for the specified known accessibility issue as described in Number 4.</p>	
<p>4. How will EEAA be provided:</p> <p>Describe in detail how the responsible department(s)/person(s) equally effective alternate access will be communicated and what will be provided. For example, “To access room availabilities, visitors can go to a different web page that contains the same information.”</p> <p>Attach a separate sheet</p>	
<p>5. EEAA Resources Required:</p> <p>List any resources required (including training, equipment, additional staff, etc.) to provide equally effective alternate access for the known issue.</p>	

<p>6. Repair Information:</p> <p>Include the following information in this section:</p> <p>a. Provide a brief description or any relevant information regarding repair of the issue by the vendor or Third Party Service Provider, as well as the completion date.</p>	
<p>7. Timeline for Unforeseen events:</p> <p>A timeline to plan create, implement, and follow up on plans for accommodation for access concerns/issues that are beyond the System and/or outside of the realm of the questions above.</p>	

Section 4. Description of the Affected Location, Office Building, Meeting Space or Other Physical Space

Affected location is a:	
Location Name:	
Location Description:	
Location Purpose:	

Section 5. How will “Equally Effective Alternate Access (EEAA)” to the physical space be provided?

<p>8. Description of the issue:</p> <p>Describe specifically what part of the structure or facility does not conform with Oklahoma Works Workforce System Access for All standards for accessibility in physical locations. Further information on Oklahoma Works Workforce System Access for All Roadmap to Certification and checkpoints can be found at the Oklahoma Works Oklahoma Works Workforce System Access for All website.</p>	
<p>9. Persons or groups affected:</p> <p>List the person(s) or groups who may/will be affected by this issue, including the total number of affected persons. Groups may be specific (e.g., general public, visitors, students, Workforce System employees, etc.).</p>	
<p>10. Responsible person(s):</p> <p>List the name(s) and titles of the Workforce System Partner employee(s) who will be responsible for providing equally effective alternate access for the specified known accessibility issue as described in Number 11.</p>	
<p>11. How will EEAA be provided:</p> <p>Describe in detail how the responsible department(s)/person(s) equally effective alternate access will be communicated and what will be provided. For example, “To access the main lobby, a visitor will ring the door bell and wait for assistance.”</p> <p>Attach a separate sheet</p>	

<p>12. EEAA Resources Required:</p> <p>List any resources required (including training, equipment, additional staff, etc.) to provide equally effective alternate access for the known issue.</p>	
<p>13. Repair Information:</p> <p>Include the following information in this section:</p> <p>b. Provide a brief description or any relevant information regarding repair of the issue by the vendor, landlord, lessor or Third Party Service Provider, as well as the completion date.</p>	
<p>14. Timeline for Unforeseen events:</p> <p>A timeline to plan create, implement, and follow up on plans for accommodation for access concerns/issues that are beyond the System and/or outside of the realm of the questions above.</p>	

Administrative Approval

By signing this request, you affirm that the plan has been reviewed and is an acceptable solution that meets Oklahoma Works Workforce System Access for All requirements.

Entity ADA Coordinator, ACR or AAR		Date:
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EEAAP Approval

Designated Oklahoma Works Workforce System Access for All Subcommittee Representative		Date:
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