



Documentation Requirements to Establish Coverage under ADA/504, Title II

In order for the court to assess and provide reasonable accommodations under ADA/504, Title II it is necessary to document a disability is recognized and covered under the ADA. The mere presence of a condition or impairment does not necessarily qualify an individual as “disabled” under ADA/504. It is the requestors sole responsibility to provide documentation for the purpose of determining eligibility for services.

Acceptable documentation must be typed and include:

- Clear and specific statement of diagnosis and degree of functional limitation to one or more major life activity
- Name and credentials of evaluator
- Signature of professional evaluator and be dated on professional letterhead
- Description of any behavioral, cognitive, medical, or other features accompanying the disability that may relate to requested accommodations
- Medical side effects that may warrant requested accommodations
- Specific rationale for any recommendations should be provided

Unacceptable documentation includes:

- Prescription pad diagnosis
- Social Security disability benefits card or paperwork
- Handwritten, illegible or incomplete documentation
- Scratch paper
- Phrasing such as “appears”, “suggests”, “is consistent with”, “has a problem with” or similar wording in diagnosis statement or summary
- Unsigned psych-ed reports
- Letters from Vocational Rehabilitation counselors or other secondary sources
- VA forms that merely state the percent to which a person is considered disabled
- Casenotes without additional documentation