



Computer/Electronic Accommodations Program



CAP supports the Employment Lifecycle through accommodations and support services. For human resource managers or hiring officials, CAP can help people with disabilities, wounded Service members and the aging workforce *stay at work* and *return to work*.

Telework

CAP's Telework Initiative supports employees that have a disability and need the flexibility of working from home or an alternative location. In this effort, CAP equips disabled and injured employees to continue working and/or return to work more quickly following an injury.

The process includes:

- Furnish a copy of the employee's agency Telework agreement
- Identify needed accommodations, including:
 - Alternative keyboards, pointing devices, document holders
 - Closed-circuit televisions, screen magnification software and screen reading software
 - Agency approved speech recognition software, video phones and cognitive/memory aides
- Complete and submit the CAP Request Form

To support employees that Telework as a Form of Reasonable Accommodation, CAP also provides the office equipment to work effectively at the Telework or alternative location:

- Same accommodations used in the office setting (listed above)
- Agency-supported laptop computers, printers, fax machines, copiers or all-in-one devices

Workers' Compensation

CAP partners with employers and injured workers to help claimants return to work by providing assistive technology at their worksite or Telework location. CAP provides the appropriate accommodation equipment as well as ergonomic needs assessments to ensure a safer workplace. CAP also assists claimants in their return to work process.

CAP assists Workers' Compensation claimants by:

- Coordinating with Workers' Compensation officials to evaluate needs to claimants
- Exploring methods of retaining experienced workers who may be developing disabling conditions
- Taking Workers' Compensation acceptance letters as supporting medical documentation
- Providing assistive technology accommodations that enhance productivity
- Determining if Telework options are available

Examples of the ergonomic equipment CAP provides:

- Ergonomic keyboards, alternative pointing devices, keyboard trays and monitor arms
- Headsets, microphones, amplifiers and speech recognition software

There are also a series of short videos to demonstrate available technology available on the CAP website at www.cap.mil.