

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Room 3416, 700 West Capitol Avenue  
Little Rock, Arkansas 72201

**AR NOTICE PM-472**

**For:** All FSA County Offices

**REASONABLE ACCOMMODATION STATEMENT**

**Approved by:** State Executive Director



**1 Overview**

**A Background**

Handbook 31-PM requires individuals coordinating agency-sponsored events to notify event invitees of the obligation to provide accommodation.

**B Purpose**

The purpose of this notice is to remind county offices of the requirement to include the accommodation statement in all notices, flyers, posters, registration forms; also when informing employees and customers about meetings, conferences, and Agency-sponsored social events.

**2 Information**

The current statement reads as follows:

“Persons with disabilities who require accommodation to attend or participate in this meeting/event/function, should contact (person’s name) \*-- on (voice #), (TDD# or Federal Relay Service at 1-800-877-8339), and \* (e-mail address) by (day, date).”

**3 Contact**

If you have any questions, contact Karen Petrus at (501) 301-3017.

**Disposal Date**

**Distribution**

Indefinite

All Offices

03-09-04