

## SCHEDULE A CHECKLIST

### What is Schedule A and How Does it Work?

- Schedule A is a hiring authority that Federal agencies may use to hire qualified individuals with disabilities into positions non-competitively without going through the often lengthy traditional hiring process.
  - ***This means that the hiring process could be easier for you!*** You may be hired for the position without competing with the general public provided you meet the eligibility requirements for Schedule A and the minimum qualification requirements for the position(s) you are seeking.
- To be eligible for appointment via Schedule A, you must be able to provide supporting documentation upon request by the federal agency considering you for employment (typically referred to as a “Schedule A Letter”). The documentation must indicate that you have an intellectual disability, a severe physical disability, or a psychiatric disability.

### To Document you are eligible to be hired via Schedule A, follow these Steps:

#### 1. Consider whether you are likely to qualify for Schedule A.

Federal agencies are encouraged to view Schedule A eligibility in a way that includes a broad range of disabilities. If you meet any one of these criteria, you may be eligible to use Schedule A:

- ✓ Did you register with and/or receive accommodations through the Disabled Student Services office on your college campus?
- ✓ Have you received Supplemental Security Income (SSI) benefits?
- ✓ Have you been diagnosed with a medical condition that is treated by a mental health professional such as a learning disability, attention deficit disorder, anxiety disorder, etc.?
- ✓ Were you ever identified as needing services through the Individuals with Disabilities Education Act (IDEA)?

- ✓ Did you receive services in elementary or high school through an Individualized Education Program (IEP) or a 504 plan in school?
- ✓ Have you ever received vocational rehabilitation services?
- ✓ Do you fit under the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and/or the Rehabilitation Act of 1973 as amended definition of an individual with a disability?

## 2. Obtain supporting documentation.

- **You will need to obtain supporting documentation that states that:**
  - ✓ You are an individual with a severe physical, intellectual, or psychiatric disability.
- **It is generally recommended that the documentation should not include:**
  - ✓ Specific information about your disability (beyond the broad categories listed above) or your medical history.
- **Who can provide Schedule A documentation for you?**
  - ✓ A licensed Medical Professional (such as family physicians, nurse practitioners, physician's assistants, psychologists, psychiatrists, audiologists, and other specialists)
  - ✓ A licensed Rehabilitation Professional
  - ✓ Any federal or state-level agency or entity that issues or provides disability benefits (such as the Social Security Administration, the Veteran's Administration, etc.)
- **The documentation must be on official letter head and be signed by a provider listed above.**
- **TIPS:**
  - *In the past, Schedule A documentation included a statement of "Job readiness." As of 2013, this is no longer a requirement.*
  - *Consider obtaining the documentation from your campus Health Center or your campus Counseling Center.*
  - *Bring a printout of the Sample Schedule A letter with you to your appointment. It will give the professional writing the letter an easy template to use and you can be sure the letter is written correctly. You can access the Sample Schedule A letter on the Resources page of the [www.wrp.gov](http://www.wrp.gov) website.*
  - *Don't delay in getting your Schedule A documentation. Although you may not need to provide it until later in the hiring process, having it upfront will improve your chances of being hired quickly.*

- *If an agency does not believe the documentation is sufficient, they may request additional information to ensure you meet the eligibility requirements for Schedule A.*

### **3. Read up on Schedule A and get help if you need it.**

- ✓ Read “The ABC’s of Schedule A” posted in the Resources section of the [www.wrp.gov](http://www.wrp.gov) website.
- ✓ Ask your WRP Campus Coordinator for advice on whom to contact to get your Schedule A documentation.
- ✓ Review the “Federal Schedule A Hiring Authority Fact Sheet...” at <http://www.dol.gov/odep/pdf/20120103ScheduleA.pdf>.