

# Personal Assistance Services Procedures

## • What is Personal Assistance Services (PAS)?

Personal assistance services differ from medical services and those services that are typically performed by someone who often has the job title of “personal assistant.” Personal Assistance Services are non-medical services that allow individuals with targeted disabilities to perform basic human activities of daily living such as eating, removing and putting on clothing, and using the restroom. Personal assistance services are not the same as services that help individuals perform job-related tasks, such as filing or using a computer.

## • What is USARC’s Responsibility?

USARC is required to provide personal assistant services (PAS) to USARC employees with targeted disabilities who need assistance with basic activities of daily living such as eating, removing and putting on clothing, and using the restroom, unless doing so will impose an undue hardship on the Agency. These services are required by federal agencies as an aspect of affirmative action pursuant to 29 C.F.R. § 1614.203(d)(5). These services are also required under Section 501 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability, as long as the provision of such services does not impose an undue hardship.

## • What are the procedures for requesting PAS?

- a. An employee may request PAS the same way they request Reasonable Accommodation (RA), using the USARC Reasonable Accommodation Request Form.
- b. The employee must indicate in the request which types of basic human functions are to be assisted.
- c. If the employee needs assistance with job-related tasks, he/she may submit a separate request for RA to address the essential functions of the job.
- d. The process for determining whether personal assistance services can be provided by USARC will follow the same protocol as with RA requests.

## • How will PAS be paid for?

The USARC Executive Director will be responsible for funding each approved PAS request.