



TaxAccess

Making VITA Sites More Accessible to Persons with Disabilities

Tools & Tips for Assessing Facility Accessibility at VITA Sites

Tool: [Americans with Disabilities Act \(ADA\)](#) [- Checklist for Readily Achievable Barrier Removal](#)

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the Americans with Disabilities Act (ADA).

Web: <http://www.ada.gov/checkweb.htm>

- **Tip:** When accessing facility accessibility for your VITA site, you only need to survey the areas of the building that customers will use when taking advantage of your VITA services.
- **Tip:** When possible involve people with disabilities in surveying your VITA site for accessibility.

Tool: Yard Stick

Furniture, plants, temporary signs and trash cans are examples of obstacles that can block the accessible path of travel in your facility. The Americans with Disabilities Act (ADA) requires the accessible route of travel to goods and services be at least 36 inches wide. A yard stick can be used to quickly check the accessible route of travel to your VITA services.

- **Tip:** Hold the yard stick horizontally and travel from inside the building entrance to where VITA services are located. If the yard stick hits any obstacles, then move them out of the way.
(Note: The ADA requires that doorways be at least 32 inches wide.)

For more information about making your VITA site more accessible to people with disabilities, visit the [TaxAccess Project](http://sedbtac.org/taxaccess/) (<http://sedbtac.org/taxaccess/>) or call **1-800-949-4232** [voice/tty].