

PERSONAL CARE ATTENDANT PROCEDURES AND GUIDELINES

SCSU provides reasonable accommodations to students with documented disabilities pursuant to the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, and their amendments. Eligibility for accommodations is determined by CASAS staff on an individualized, case-by-case basis following the interactive process between the student and accessibility staff from The Center for Academic Success and Accessibility Services (CASAS).

General – A personal care attendant (PCA) is an individual hired by a student with a documented disability, at their own expense, to perform activities-of-daily-living tasks for the student while on campus and/or at SCSU-sponsored activities off campus. SCSU recognizes that having a PCA may be necessary to address the personal needs of some students with documented disabilities for them to be able to fully access their education at SCSU. PCAs are not permitted to accompany a student inside a classroom, laboratory or other learning space unless specifically approved by CASAS as part of the student’s accommodations. PCAs are not permitted inside a residence hall unless the student is residing on campus and CASAS has specifically approved the student for a PCA housing accommodation.

Hiring a PCA – Under the ADA, colleges and universities are not required to offer PCA services to students. Rather, it is the sole responsibility of the student to provide their own PCA at their own expense. SCSU does not provide PCAs, including on a temporary or emergency basis. Students who require PCA services should contract with a licensed agency or a licensed, independent PCA and are cautioned to conduct their own due diligence regarding the knowledge, skills, training, experience, reliability, etc. of any potential PCA. Because PCAs perform specialized medical and other services for which they have received specific training and for which they must be properly insured, SCSU does not permit other students to serve as a PCA for their friends, roommates, teammates etc. on campus.

Health & Safety – If approved to have a PCA on campus, the student must ensure each potential PCA completes a satisfactory background investigation through SCSU’s Office of Human Resources. PCAs may not work on campus until cleared to do so by SCSU.

Supervision & Scheduling – The student is solely responsible for training, supervising, and scheduling the PCA and ensuring the PCA fulfills their duties and responsibilities. SCSU does not assume responsibility for any failure by a PCA to fulfill the contracted duties and responsibilities. CASAS strongly encourages the student to develop a clear written job description and list of specific tasks the PCA is expected to perform, as well as a written work schedule, and a backup plan in case of any absence by the PCA.

PCAs in Campus Housing – Students with qualifying disabilities may be eligible for housing accommodations. If approved, some students may have to be placed on a waiting list due to the limited number of medical accommodation rooms on campus. Housing accommodations are valid for one academic year at a time, and approved students must meet with CASAS staff each year to determine whether housing-related accommodations are still necessary and appropriate. In some cases, students may be asked to provide additional or updated medical documentation to support the continuing need for the accommodations.

Students requesting their PCA be allowed in their campus residence (whether or not the PCA is to remain overnight) may be asked to have their licensed and qualified healthcare provider complete the **Housing Accommodation Request Provider Form** (available on the CASAS website) or submit a letter on letterhead addressing each of the questions on the CASAS form.

If approved, PCAs must sign a **PCA Housing Access Agreement** with the SCSU Office of Residence Life prior to being granted entry to any campus housing. PCAs must comply with all SCSU and Residence Life rules, regulations, policies and procedures to the same extent as a student. PCAs do not have the same due process or other rights afforded to SCSU students and staff.

PCA Accommodation Approval Process – Students may not have a PCA on campus unless they have been approved for PCA accommodation(s) by CASAS. As part of the approval process, it may be necessary for CASAS to communicate with Residence Life, SCSU Police, Facilities, faculty, and other campus partners regarding the presence of a PCA on campus. A student requesting to bring a PCA on campus must:

1. Have a documented disability.
2. Submit appropriate documentation from a licensed, qualified health care professional that supports the need for a PCA. If the student is requesting to have the PCA stay in campus housing, the student should have the provider complete the CASAS **Housing Accommodation Request Provider Form**. If the student is requesting to have the PCA in the classroom, the provider should explain the specific tasks for which the PCA is needed in class.
3. Schedule an intake meeting during which the student and a CASAS accessibility staff member will engage in an interactive discussion and review of documentation to better understand the need for a PCA on campus.

Student Responsibilities:

1. Sign the **PCA Student Agreement**.
2. Ensure each PCA signs, and complies with the terms of, the **PCA Provider Agreement**.
3. Supervise and direct the activities of each PCA at all times.
4. Pay for all PCA services, including but not limited to meals (if applicable).
5. If approved to have a PCA in the classroom, complete the *Semester Request* process at the beginning of the semester.
6. If approved to have a PCA in the residence hall, sign, and ensure each PCA signs and complies with the **PCA Housing Access Agreement**.