



Employer Assistance and Resource Network

## Small Business Disability Inclusion Fact Sheet

Small businesses are the backbone of the American economy and play a critical role in job creation and broad-based economic growth. According to the Small Business Administration, small businesses create [65 percent](#) of net new jobs. Depending on the industry, a small business may be defined by the number of employees, receipts, or assets.

Having enough financial and human capital are major issues facing small business. How can businesses recruit key talent with limited time and resources? One practical approach is tapping into underutilized [recruitment resources](#) to attract new and emerging talent inclusive of individuals with disabilities. Another hiring strategy is offering [internships](#), which may be more affordable than hiring permanent employees. By hiring interns, businesses can capitalize on new talent, creative ideas, enthusiasm, and cutting edge knowledge for their workplaces. Recruiting diverse candidates may be a new experience; however, it is business as usual if the focus is on the fit between the position and the candidate's qualifications.

Technical assistance is available for small businesses on practical business strategies and solutions to make their workplaces more accessible and welcoming to diverse customers and employees. The following resources provide information on accessibility, accommodations, community resources, legal issues, recruitment and shared best practices.

### Add Us In Initiative

Add Us In is a U.S. Department of Labor/Office of Disability Employment Policy (ODEP) initiative designed to identify and develop strategies to increase the capacity of the small business community to hire individuals with disabilities. For contacts and resources, see [Add Us In Grantees](#).

### Job Accommodation Network

The Job Accommodation Network (JAN) provides free technical assistance services to employers, including one-on-one consultation about all aspects of job accommodations for employees with disabilities. For more information, visit [AskJAN.org](#) or contact a JAN Consultant directly at 800-526-7234 (Voice) or (877) 781-9403 (TTY).

### Employer Assistance and Resource Network

The Employer Assistance and Resource Network (EARN) provides online, phone, and individualized technical assistance, consultation, and customized training on a broad range of disability and inclusion topics to meet employers' recruitment and hiring needs. For more information, see [AskEARN.org](#) or contact a TA Specialist at 855-275-3276 (Voice/TTY).

### On-the-Job Training (OJT)

Available through state vocational rehabilitation and veteran organizations, employers may be reimbursed for a portion of a new employee's salary, fees associated with training, support services (uniforms, tools, bus passes, etc.), and any needed accommodations for a specific duration of time. For more information, contact the [National Employment Team](#) for a Business Relations Specialist in your area. If you are interested in hiring veterans with disabilities, contact the [Department of Veterans Affairs' Vocational Rehabilitation and Employment Service](#).

## Work Opportunity Tax Credit (WOTC)

The Work Opportunity Tax Credit (WOTC) is a hiring incentive for employers who employ qualified people with disabilities receiving formalized vocational support. When an employer fills a vacant position with a WOTC-certified applicant, the employer may be qualified to claim a federal income tax credit for a portion of the new employee's salary.

Individuals with a disabilities who have completed or are completing rehabilitative services from a state-certified agency, or work with an Employment Network under the Ticket to Work program, are eligible for WOTC certification. The WOTC tax credit applies to the first \$6,000 in wages paid to each new hire for the first year of employment, with a maximum tax credit of up to \$2,400 per new hire.

[WOTC](#) also offers a benefit to employers for hiring veterans based on wages paid to the employee, including 25% of qualified first-year wages for those employed at least 120 hours but fewer than 400 hours, and 40% for those employed 400 hours or more. Section 261 of the Vow to Hire Heroes Act of 2011, "Returning Heroes and Wounded Warriors", amends and expands the definition of WOTC's veteran target groups and applies to employees who started work the day after its enactment on November 22, 2011, and before January 1, 2013.

### The Vow to Hire Heroes Act includes the following provisions:

- Extends the current target group for veterans with a service-connected disability with the same qualified wages cap (\$12,000) and maximum tax credit (\$4,800).
- Extends the current target group for veterans with a service-connected disability unemployed for at least six months with the qualified wages cap increased to \$24,000 and the maximum tax credit increased to \$9,600.
- Includes veterans unemployed for at least four weeks with a qualified wages cap of \$6,000 and maximum tax credit of \$2,400.
- Includes veterans unemployed for at least six months with qualified wages cap of \$14,000 and maximum tax credit of \$5,600.

## Additional Tax Credits and Deductions

Businesses accommodating people with disabilities may qualify for some of the following tax credits and deductions.

### Small Business Tax Credit: Section 44 of the Internal Revenue Code

Also known as the Disabled Access Credit, a business with less than \$1 million in gross receipts or 30 or fewer full-time employees is eligible for an annual tax credit for becoming accessible to people with disabilities. Tax credits can be used for:

- Sign language interpreters for employees or customers who have hearing impairments and readers for employees or customers with visual impairments.
- The purchase of adaptive equipment or the modification of equipment.
- Printed materials in alternate formats (e.g., Braille, audio tape, large print).
- The removal of architectural barriers in buildings or vehicles.

## Architectural and Transportation Tax Deduction: Section 190 of Internal Revenue Code

The Architectural Barrier Removal Tax Deduction encourages businesses of any size to remove architectural and transportation barriers to the mobility of persons with disabilities and the elderly. Businesses may claim a deduction of up to \$15,000 a year for qualified expenses for items that normally must be capitalized. Businesses claim the deduction by listing it as a separate expense on their income tax return. Examples of deductions include:

- Providing accessible parking spaces, ramps and curb cuts.
- Making telephones, water fountains and restrooms accessible to persons using wheel-chairs.
- Making walkways and paths of travel accessible (e.g. 32 inch doorways when open at a 90 degree angle, 36-48 inch wide hallways or sidewalks free of obstruction).
- Providing accessible entrances to buildings (e.g. automatic doors, proper door weights, etc.).

These two incentives can be used together by eligible businesses if the expenditures qualify under both Sections 44 and 190. Additional information may be found at [accessibility and barrier removal](#).

## Employment Laws Assistance for Workers and Small Businesses (elaws)

The [elaws Advisors](#), developed by the U.S. Department of Labor, assist employers and employees in understanding several Federal employment laws, including disability nondiscrimination statutes.

## ADA Resources

The ADA National Network provides information, guidance, and training on the Americans with Disabilities Act (ADA), tailored to meet the needs of business at local, regional, and national levels. For additional information, see the [Small Business Primer](#), [employer resources](#), or contact an Information Specialist at 800-949-4232 (Voice/TTY).

## **Disclaimer**

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The opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Labor. Nor does the mention of trade names, commercial products, or organizations imply the endorsement of the U.S. Department of Labor.

## **Employer Assistance Resource Network (EARN)**

[www.AskEarn.org](http://www.AskEarn.org)  
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(855-275-3276) Voice/TTY



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