

Texas Department of State Health Services  
Special Supplemental Nutrition Program  
for Women, Infants and Children

## 504 Self-Evaluation Checklist

### Section I – Agency Identification

A. Local Agency Name, Number, and Address of Organization

Local Agency Name	Number
Street	
City, State	Zip Code

B. Name of Person(s) conducting evaluation

Name	Title
Name	Title

C. Date evaluation conducted

D. Name of disabled person(s) or organizations assisting in evaluation

Name	Title
Name	Title

E. Have you previously conducted an evaluation for either HHS or DOE?

Yes                      What year?

No

F. Programs employing 15 or more WIC employees are required to appoint a 504 coordinator.  
Does your program employ 15 or more employees?

Yes                      No

If yes, please provide the name of your 504 coordinator.

## **Section II – Program Accessibility Checklist**

1. Are all of your services accessible to people with disabilities?  
Yes                                      No
2. In selecting alternative plans to make your programs accessible, have you given priority to those methods that allow disabled persons to participate in your program activities in the most appropriate and integrated setting?  
Yes                                      No
3. Was this review conducted with the assistance of disabled persons or organizations representing people with disabilities?  
Yes                                      No
4. Do you have a procedure for informing persons, including those with impaired vision or hearing loss, about the existence and location of your accessible programs and activities?  
Yes                                      No
5. Do you have procedures to insure that qualified disabled persons are not denied benefits or services solely based on disability?  
Yes                                      No
6. Do you have procedures to ensure that separate services or benefits to disabled persons are allowed only when the separate services or benefits are necessary to provide a given disabled person with an equal level of effectiveness as that provided to others?  
Yes                                      No
7. Are your notice provisions sufficient to ensure that people with impaired sensory or speaking skill receive effective communication?  
Yes                                      No
8. Have you reviewed all of your local policies to ensure that none of them would discriminate against people with disabilities?  
Yes                                      No
9. Have you developed any local policies that deal with the provision of services to disabled persons? (If yes, please attach copies).  
Yes                                      No

### **Section III – Building Accessibility Checklist**

The items listed below are very detailed and all of them may not apply to your clinics. The important thing to remember is that you are evaluating the clinic site for its accessibility to disabled persons in order for them to receive program services.

#### **Overall Evaluation**

1. After completing the following questions, do you feel this site is accessible to disabled persons?  
Yes                          No
2. If not, have you developed alternative methods of service and are these posted or publicized in such a manner that potential participants are aware of the alternatives.  
Yes                          No

#### **Clinic Identification**

1. Name of Clinic/Site Number  
  
Street  
City, State    Zip Code
2. Date Evaluation Conducted

#### **Building Site**

1. Does the grading of the building site allow the approaches to be substantially level?  
Yes                          No
2. Is there parking within 200 feet of the building entrance?  
Yes                          No
3. Is any of the parking reserved for disabled persons?  
Yes                          No
4. Are any parking spaces open on one side to allow easy access for wheelchairs and for people who use braces to get in and out of the automobile?  
Yes                          No
5. Are the parking spaces on level ground?  
Yes                          No
6. Are there ramps or level spaces to allow people to enter the building without crossing a curb?  
Yes                          No

### **Walk Ways**

1. Are walks at least 48 inches wide?  
Yes                      No
2. Is the gradient not greater than a 1 foot rise in 20 feet (5 percent)?  
Yes                      No
3. Are walks without interruption (i.e., steps or abrupt changes in level)?  
Yes                      No
4. Do walks have nonslip surfaces?  
Yes                      No

### **Buildings – Ramps**

1. Do ramps have a slope no greater than a 1 foot rise in 12 feet (8.33 percent)?  
Yes                      No
2. If ramps are steeper than a 5 percent gradient rise, are handrails provided?  
Yes                      No
3. If there are handrails, are they at least 32 inches above ramp surface?  
Yes                      No
4. Are the ramp surfaces smooth?  
Yes                      No
5. Do the handrails extend 1 foot beyond the top and bottom of the ramp?  
Yes                      No
6. Are the ramp surfaces nonslip?  
Yes                      No
7. Do ramps have a 6-foot clearance at the bottom?  
Yes                      No

### **Building – Entrances/Exits**

1. Is at least one entrance to the building accessible to people in wheelchairs?  
Yes                      No
2. Is at least one entrance accessible to wheelchairs on a level that makes the elevators accessible?  
Yes                      No

### **Buildings – Doors and Doorways**

1. Do doors have a clear opening at least 32 inches wide?  
Yes                      No
2. Can doors be opened by a single effort?  
Yes                      No
3. Is the floor of the doorway level within 5 feet from the door in the direction it swings?  
Yes                      No
4. Are sharp inclines and abrupt changes in levels avoided at doorsills?  
Yes                      No
5. Does the speed of door closers allow the use of doors by physically disabled persons?  
Yes                      No

### **Buildings – Stairs and Steps**

1. Do the steps avoid protruding lips at the edge of each step?  
Yes                      No
2. Do stairs have handrails at least 32 inches above step level?  
Yes                      No
3. Do stairs have at least one handrail that extends at least 18 inches beyond the first and last step?  
Yes                      No
4. Do steps have risers 7 inches or fewer?  
Yes                      No

### **Buildings – Floors**

1. Do floors have a nonslip surface?  
Yes                      No
2. Are floors on each story at a common level or connected by a ramp?  
Yes                      No

## **Buildings – Restrooms**

1. Is there at least one toilet with facilities for the physically disabled?  
Yes                      No
  
2. Can physically disabled persons, particularly those in wheelchairs, enter the restroom?  
Yes                      No
  
3. Do toilet rooms have a turning space of 60 by 60 inches to accommodate people in wheelchairs?  
Yes                      No
  
4. Do toilet rooms have a least one toilet stall that:
  - a. is 3 feet wide?  
Yes                      No
  
  - b. is at least 4 feet 8 inches deep?  
Yes                      No
  
  - c. has a door that is 32 inches wide and swings out?  
Yes                      No
  
  - d. has a handrail on each side, 33 inches high and parallel to floor, 1.5 inches in diameter, with 1.5 inches clearance between rail and wall, this is fastened securely to wall at the ends and center?  
Yes                      No
  
5. Do toilet rooms have wash basins with narrow aprons, which, when mounted at standard height, are no greater than 34 inches at the top and have a clearance underneath of 29 inches?  
Yes                      No
  
6. Are disposal units mounted no higher than 40 inches from the floor?  
Yes                      No

## **Buildings – Elevators**

1. If more than a one-story building, are elevators available to physically disabled people?  
Yes                      No
  
2. Can people with physical disabilities, particularly those in wheelchairs, enter elevator?  
Yes                      No
  
3. Are outside call buttons 48 inches or less from floor?  
Yes                      No

4. Are control buttons inside 48 inches or less from floor?  
Yes                      No
5. Are the buttons labeled with raised (or indented) letters beside them?  
Yes                      No
6. Are they touch sensitive and easy to push?  
Yes                      No
7. Is the elevator cab at least 5 ft. by 5 ft.?  
Yes                      No

**Buildings – Hazards**

1. Is lighting on ramps adequate?  
Yes                      No
2. Are exit signs easily identifiable to all disabled persons?  
Yes                      No