

Employment of People with Disabilities (PWD)

To be considered for an appointment under the Schedule A hiring authority (non-competitive hiring), an applicant must provide a certification of disability to the Federal agency where his or her application is being considered.



The certification of disability can be documented in one of several ways;

- by a counselor at either the State Vocational Rehabilitation Agency or the Vocational Rehabilitation and Employment Service of the Department of Veterans Affairs;
- by a statement or letter on a physician or medical professionals letterhead stationery; or by statements,
- records or letters from a Federal or State Government agency (including DC or US Territories) that issues or provides disability benefits.



The certification must verify that the applicant has a disability and is therefore eligible under a Schedule A appointment authority, and he or she is able to perform the essential duties of the position.

If you are a person with a disability and interested in being considered non-competitively under the Schedule A hiring authority [5 CFR 213.3102(u)] with the Census Bureau, we need to receive the following documentation from you:

1. **Resume**
2. **Schedule A letter** (*if you need to see an example, see the backside of this handout*)
3. **Copy of SF-50** (*if current or past federal worker*)
4. **Copy of college transcript** (*only if attempting to qualify using education*)



Please submit these documents to the Selective Placement Coordinator (SPC) at census.schedule.a.hiring@census.gov

For further information about being considered for an appointment under Schedule A Hiring authority, please contact the SPC in the Disability and Diversity Program Office (DDPO) at 301-763-4061 or email census.schedule.a.hiring@census.gov

Sample Schedule A Letter for Vocational Rehabilitation Professionals

The letter must be printed on "professional's" letterhead and must include a signature or it is invalid.

Date

To Whom It May Concern:

This letter serves as certification that (Name of Person) is an individual with a documented disability, identified by the Virginia Department of Rehabilitative policy and can be considered for employment under the Schedule A hiring authority 5 CFR 213.3102 (u).

(Name of Person) also has certification of job readiness in an office setting and is likely to succeed in performing the duties of the position for which he /she is seeking.

Thank you for your interest in considering this individual for employment.

You may contact me at (phone number).

Sincerely,

(Professional's Signature and Title)

Sample Schedule A Letter for Licensed Medical Practitioners

The letter must be printed on "medical professional's" letterhead and must include a signature or it is invalid.

Date

To Whom It May Concern:

This letter serves as certification that (Name of Patient/Applicant) is an individual with a severe, documented disability, and can be considered for employment under the Schedule A hiring authority 5 CFR 213,3102(u).

(Name of patient/applicant) also has certification of job readiness in an office setting (or describe the setting if different) and is likely to succeed in performing the duties of the position for which he/she is seeking.

Thank you for your interest in considering this individual for employment.

You may contact me at (phone number).

Sincerely,

(Professional's Signature and Title)