
State of Ohio Administrative Policy

Web Site Accessibility

No: Information Technology
IT-09

Effective: October 13, 2016

Issued By:



Robert Blair, Director

1.0 Purpose

This state policy establishes minimum Web site accessibility requirements for information and services provided on ***state-controlled Web sites***.

A glossary of terms found in this policy is located in Appendix A - Definitions. The first occurrence of a defined term is in ***bold italics***.

2.0 Policy

State agencies shall establish a Web site accessibility strategy that applies to the design, development, implementation and maintenance of agency Web pages. At a minimum, state-controlled Web sites shall meet the following requirements:

- 2.1 **Web Page Accessibility Requirements**: State-controlled Web pages shall be compliant with the accessibility standards established by ***section 508 of the Rehabilitation Act*** and detailed in section 1194.22 of the Code of Federal Regulations, "Web-based intranet and internet information and applications" (*see Attachment 1*).
- 2.2 **Outsourced Web Development**: Agencies shall ensure that all contracted, in-kind, or other third-party Web site development complies with the accessibility standards established by section 508 of the Rehabilitation Act and detailed in section 1194.22 of the Code of Federal Regulations, "Web-based intranet and internet information and applications" (*see Attachment 1*).
- 2.3 **Accessibility Statements**: Agencies shall include an accessibility statement at a minimum on the ***agency home page*** and primary entry points or provide a link to an accessibility statement. The accessibility statement shall describe:

- A statement of compliance if compliance has been attained;

- A statement describing steps taken to ensure continuing compliance if compliance has been attained; and
- A feedback mechanism for Internet visitors to report accessibility issues with the agency's Web site.

3.0 Authority

Section 508 of the Rehabilitation Act (29 USC 794d, 1998)

CFR Section 1194.22 (36 CFR 1194.22, 2000)

ORC 125.02, 125.021, 125.023, 125.04, 125.041, 125.18

4.0 Revision History

Date	Description of Change
08/20/2007	Original Policy
10/13/2016	Transferred policy content to a new State of Ohio Administrative Policy Template. Re-numbered policy to IT-09 to be consistent with new numbering format.
10/13/2018	Scheduled policy review.

5.0 Inquiries

Direct inquiries about this policy to:

State IT Policy Manager
Enterprise IT Architecture & Policy
Office of Information Technology
Ohio Department of Administrative Services
30 East Broad Street, 39th Floor
Columbus, Ohio 43215

1-614-466-6930 | DAS.State.ITPolicy.Manager@das.ohio.gov

State of Ohio Administrative Policies may be found online at
www.das.ohio.gov/forStateAgencies/Policies.aspx

6.0 Attachments

Attachment 1 - Section 1194.22 of the Code of Federal Regulations (36 CFR 1194.22, 2000). This attachment contains the accessibility standards required by section 508 of the Rehabilitation Act.

Attachment 1 - Section 1194.22 of the Code of Federal Regulations (36 CFR 1194.22, 2000)

**Section 1194.22 of the Code of Federal Regulations (36 CFR 1194.22, 2000), as required by
Section 508 of the Rehabilitation Act¹**

§ 1194.22 Web-based intranet and internet information and applications.

(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).

(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.

(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.

(d) Documents shall be organized so they are readable without requiring an associated style sheet.

(e) Redundant text links shall be provided for each active region of a server-side image map.

(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

(g) Row and column headers shall be identified for data tables.

(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

(i) Frames shall be titled with text that facilitates frame identification and navigation.

(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by

¹ <<http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?YEAR=current&TITLE=36&PART=1194&SECTION=22&SUBPART=&TYPE=TEXT>>

assistive technology.

(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

(o) A method shall be provided that permits users to skip repetitive navigation links.

(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

Note to §1194.22:

1. The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5, 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium:

Section 1194.22 Paragraph	WCAG 1.0 Checkpoint
(a)	1.1
(b)	1.4
(c)	2.1
(d)	6.1
(e)	1.2
(f)	9.1
(g)	5.1
(h)	5.2
(i)	12.1
(j)	7.1
(k)	11.4

2. Paragraphs (l), (m), (n), (o), and (p) of this section are different from WCAG 1.0. Web pages that conform to WCAG 1.0, level A (i.e., all priority 1 checkpoints) must also meet paragraphs (l), (m), (n), (o), and (p) of this section to comply with this section. WCAG 1.0 is available at <http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505>.

Appendix A - Definitions

- a. Agency Home Page. The agency home page serves as the starting point to navigation for an agency site or agency presence. It is the first page presented when an Internet user navigates to an agency site or an agency presence on the World Wide Web.
- b. Section 508 of the Rehabilitation Act. Section 508 of the Rehabilitation Act requires any electronic information that is developed, procured, maintained or used by the federal government to be accessible to persons with disabilities. Accessibility statements often use the phrase "Section 508" to refer to the federal Web site standards for accessibility, which can be found in section 1194.22 of the Code of Federal Regulations (36 CFR 1194.22, 2000).
- c. State-controlled Web sites. Web sites developed and maintained by Ohio agencies, or under contracts administered by Ohio agencies.

Appendix B – Resources

The following resources provide accessibility standards, guidelines, training opportunities and tools to assist Web page authors and designers:

Document Name
Section 508 Web Accessibility Guidelines
<i>Code of Federal Regulations (36 CFR 1194.22, 2000)</i> https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards/guide-to-the-section-508-standards/web-based-intranet-and-internet-information-and-applications-1194-22
Training and Educational Resources
<i>Guide to Section 508 Standards</i> http://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards/guide-to-the-section-508-standards
<i>Section 508 Training</i> http://training.section508.gov/
<i>U.S. Department of Education - Testing for Web Accessibility Compliance Under Section 508 of the Rehabilitation Act of 1973</i> http://www.ed.gov/policy/gen/guid/asssttesting.html
PDF and Microsoft Office Accessibility Guides
<i>Adobe Accessibility Resource Center</i> http://www.adobe.com/accessibility/index.html
<i>General Services Administration Guide to Creating Accessible PDF Documents</i> http://www.adobe.com/enterprise/accessibility/pdfs/acro6_pg_ue.pdf
<i>Accessibility Tutorials for Microsoft Products</i> http://www.microsoft.com/enable/training/default.aspx

Document Name
Web Site Tools
<i>World Wide Web Consortium (W3C) Advanced Search for Web Accessibility Evaluation Tools</i> http://www.w3.org/WAI/ER/tools/advanced
<i>Adobe PDF Converter</i> http://www.adobe.com/products/acrobat/access_onlinetools.html