ID	1.0.Master Requirements for all Documents	Yes (Pass)	No (Fail)	N/A
1.1	Does the document file name not contain spaces and/or special characters?	X		
1.2	Is the document file name concise, generally limited to 20–30 characters, and does it make the contents of the file clear?	X		
1.3	Have the Document Properties for Title, Author (an HHS OpDiv, StaffDiv, or Program Office---not an individual's names), Subject (AKA Description), Keywords, and Language been filled out?	X		
1.4	Does the document utilize recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri)?		X	See exceptions
1.5	Have track changes been accepted or rejected and turned off?	X		
1.6	Have comments been removed and formatting marks been turned off?	X		
1.7	Does the document refrain from using flashing/flickering text and/or animated text?	X		
1.8	Do all URLs contain descriptive hyperlinks (i.e., avoid generic phrases like "Click here" and, instead, use phrases that let users know about the content of the linked page prior to selecting it)?		X	See exceptions
1.9	Are all URLs linked to correct Web destinations?	X		
1.10	Are all internal links/TOC entries functioning correctly (if linked)?			X
1.11	Are links (including e-mail addresses) keyboard accessible?	X		
1.12	Has a separate accessible version of the document been provided when there is no other way to make the content accessible?			X
1.13	Is the color contrast ratio between foreground text and background color at least 4.5:1?		X	See exceptions
1.14	Has the document been reviewed in Print Preview for a final visual check?	X		

ID	2.0. General Layout and Formatting Requirements	Yes (Pass)	No (Fail)	N/A
2.1	Is the document free of scanned images of text?	X		
2.2	Have bookmarks been included in all PDFs that are more than 9 pages long? And, if bookmarks are present, are they logical?	X		
2.3	Are decorative images marked as background/artifact?	X		
2.4	Have all scanned signatures been removed from the PDF? (see http://webstandards.hhs.gov/standards/41)			X
2.5	If there is an automated accessibility checker in the program used to create the PDF, has that been run and does it pass?	X		
2.6	Is the document free of layout tables?	X		
2.7	Do images/graphics appear crisp and legible?	X		
2.8	If a table of contents (TOC) is present, are the page numbers correct, and, if linked, does the TOC function correctly?	X		

ID	3.0.Accessibility Tagging and Reading Order	Yes (Pass)	No (Fail)	N/A
3.1	Have PDF tags been added to the document?	X		
3.2	Does the order of the PDF Tags match that of the order that the content should be read in?	X		
3.3	Has the PDF been formatted using Style elements (i.e., the title of the document as Heading 1, the first-order heading as Heading 2, etc.?)	X		
3.4	Are heading styles organized in a hierarchal and logical fashion, with consecutive headings (i.e., no missing heading levels).	X		
3.5	If nonstandard/custom tags are used, have they been mapped correctly in the Document Roles dialogue box and verified as working via assistive technology testing: (e.g., JAWS, Window Eyes, NVDA, and Dragon)?	X		
3.6	Have documents with multicolumn text, tables, or call-out boxes been checked for correct reading order?	X		
3.7	Are any footnotes or references tagged with standard Note and Reference tags and placed in the proper logical reading order?	X		

ID	4.0. Document Images Requirement	Yes (Pass)	No (Fail)	N/A
4.1	Is the document free of background images or watermarks?	X		
4.2	Are multiple associated images on the same page (e.g., boxes in an organizational chart) grouped as one object?	X		
4.3	Have all multilayered objects been flattened into one image and does that image use one alternative text description for the image?	X		
4.4	Do all images, grouped images, and nontext elements that convey information have meaningful alternative-text descriptions?	X		
4.5	Do complex images (i.e., charts and graphs) have descriptive text near the image (perhaps as a caption)?	X		

ID	5.0. Lists and PDF Tables	Yes (Pass)	No (Fail)	N/A
5.1	Have lists been tagged completely, making use of all four of the following tags: L, LI, Lbl, and LBody tags?	X		
5.2	If the document has a tabular appearance, was that tabular structure made using the table option (as opposed to manual tabs and/or spaces)?	X		
5.3	Are blank cells avoided?	X		
5.4	Do all tables have a logical reading order from left to right, top to bottom?	X		
5.5	Do all data tables in the document have Row and/or Column headers?	X		

ID	5.0. Lists and PDF Tables	Yes (Pass)	No (Fail)	N/A
5.6	Do header rows repeat across pages if the table is multiple pages?			X
5.7	Are all table cells, with the exception of those in the Header Rows or columns, designated as data cells?	X		
5.8	Are data cells set so they do not split across pages?	X		
5.9	If the table is a simple table, does it have scoping applied to the appropriate Row/Column Headers?	X		
5.10	If the table is a complex table, does it have id and header attributes to associate the data cells with the column/row headers?	X		
5.11	Are all tables described and labeled (where appropriate)? Note: In some cases naming/numbering of tables may not be appropriate. For example, a small data table in a presentation may not need a reference.	X		

ID	6.0. Form Fields	Yes (Pass)	No (Fail)	N/A
6.1	Do all form fields have correct labels and markups: 1. Form fields must have a visual text label next to the form tag and there must be a tool tip. 2. Is the value attribute used on buttons? 3. Is the label element not being used on hidden input fields (e.g., input type ="hidden")?			X
6.2	Are all form fields keyboard accessible?			X
6.3	Are all multiple-choice answers keyboard accessible and grouped together as form-field sets? 1. The value attribute needs to match the text next to the answer. 2. Make sure the name attribute is the same.			X

ALT-TEXT

PAGE	CHART NAME	FINAL ALT TEXT
1 of 17	Top left photo	Photo of a young woman holding the hand of an elderly woman.
	Top right photo	Photo of an elderly woman in a hospital bed, with a man sitting to her right and a medical professional standing to the left of her. Both the man in and the woman in bed seem to be listening attentively to the medical professional.
	Bottom left photo	Photo of a person in scrubs standing next to an older gentleman and holding his arm gently.
	Bottom right photo	Photo of two smiling older women.
	AARP logo	Logo of the AARP Foundation.
	Commonwealth logo	Logo of the Commonwealth Fund.
	Scan logo	Logo of the SCAN Foundation.
3 of 17	Top right photo	Photo of Jack, seated, with his older grandchild on his right knee and his younger grandchild on on his left knee.
7 of 17	DC logo	Logo of the District of Columbia.
	Michigan logo	Logo of Michigan's Aging & Disability Resource Collaboration.
	No Wrong Door logo	Logo of No Wrong Door Virginia. "Access. Options. Answers."
8 of 17	Community Living logo	Logo of Washington's Community Living Connections. "Linking you to Personalized Care & Support Options."
	No Wrong Door logo	Logo of No Wrong Door Virginia. "Access. Options. Answers."
	Bottom right photos	Group photo of counselors and volunteers at a local No Wrong Door site in Virginia. All are shown wearing T-shirts that say "Options Counseling: It's All About You. Freedom of Choice for All Ages" and includes the Junction Center for Independent Living (CIL) and Mountain Empire Older Citizens, Inc., area agency on aging (AAA) logos.
9 of 17	DC logo	Logo of the District of Columbia.
	ADRC logo	Logo of the Wisconsin Department of Health Services' Aging & Disability Resource Center (ADRC).
10 of 17	Top left photo	Photo of a Sullivan County New Hampshire ServiceLink worker employee exchanging information with a customer.
	NH CarePATH logo	Logo of NH Care PATH. "Connectors to better living."
	DC logo	Logo of the District of Columbia.
11 of 17	ServiceLink logo	Logo of New Hampshire's ServiceLink Aging & Disability Resource Center.
	No Wrong Door logo	Logo of No Wrong Door Virginia. "Access. Options. Answers."
	Community Choices logo	Logo of Connecticut's Aging & Disability Resource Center, "Community Choices." Your aging and disabiilty information source.
	Photo at bottom right	Photo of the signage outside the Aging and Disability Resource Center of Central Wisconsin (ADRC).
12 of 17	ADRC logo	Logo of the Wisconsin Department of Health Services' Aging & Disability Resource Center (ADRC).
17 of 17	Top left photo	Photo of a young woman holding the hand of an elderly woman.
	Top right photo	Photo of an elderly woman in a hospital bed, with a man sitting to her right and a medical professional standing to the left of her. Both the man in and the woman in bed seem to be listening attentively to the medical professional.

PAGE	CHART NAME	FINAL ALT TEXT
	Bottom left photo	Photo of a person in scrubs standing next to an older gentleman and holding his arm gently.
	Bottom right photo	Photo of two smiling older women.
	AARP logo	Logo of the AARP Foundation.
	Commonwealth logo	Logo of the Commonwealth Fund.
	Scan logo	Logo of the SCAN Foundation.

CHECKLIST EXCEPTIONS

CHECKLIST ID	PAGE	ISSUE	SUGGESTION
1.4		Document uses non-standard fonts: CelestePro, CorporateS and Utopia	508 Guidelines recommend "standard" fonts
1.8		Hyperlinks use URL instead of brief descriptive text	Replace URL's with something more descriptive, e.g.,
1.13	A, I, 1, 4, 7, 13, 14	All orange text against white and bluish background (as on page i) does not meet section 508 contrast requirements (Cover and head level 2).	Change text color to achieve a contrast ratio of 3:1 for text with a size of 18 points (14 points if bolded) or larger, or a contrast ratio of 4.5:1 for text with a size less than 18 points (or less than 14 points if bolded).
	4,5 of 17	All white text against light purple background does not meet section 508 contrast requirements.	Change text or box color to achieve a contrast ratio of 3:1 for text with a size of 18 points (14 points if bolded) or larger, or a contrast ratio of 4.5:1 for text with a size less than 18 points (or less than 14 points if bolded).
	13, 15, 16 of 17	White text against green background does not meet section 508 contrast requirements.	
	1 of 17		