



Voya Cares Employer Checklist

Attract, retain, and support employees with disabilities and caregivers

Employers can make a difference by being inclusive of employees with disabilities and employees with caregiving responsibilities. From inclusive hiring practices, to communication, to employee benefits, this checklist can be a guide to see where your company is today, and where you might be able to improve.



1 in 4 Americans reports having a disability¹



Caregivers take nearly 2x the number of days off work to provide care as their non-caregiving peers²



Turnover can cost employers 50-200% of annual salary or more³

- Build a culture of understanding**
Help individuals with disabilities and caregivers feel comfortable disclosing their disability or special needs situation.
- Review existing employee benefits package**
Demonstrate to employees how to make the most of the valuable benefits already offered.
- Focus on flexible work schedules and paid family leave**
Help employees who are in need of time away from work, but depend on their income to make ends meet, to balance their work and caregiving responsibilities.

Offer special needs planning resources and financial planning guidance

- Financial wellness programs
- Online tools for document creation and storage, including Letter of Intent and special needs trusts
- Informational resources like voycares.com

Include guidance and language for beneficiary planning

Educate employees about potential ramifications to government benefits eligibility

Build inclusive hiring and employment practices

Include accessible workspaces, technology, and participate in the Disability Equality Index at disabilityin.org.

Provide support groups for caregivers and employee assistance programs (EAPs)

Help make sure caregivers and employees with disabilities know they aren't alone.

Offer benefits that are of specific interest to employees with disabilities and caregivers

- ABLE accounts
- Paid caregiver leave
- Care coordination programs



Learn more about these strategies and how to implement them in your organization with our research paper: VoyaCares.com/ForTheBenefitOfAll

1. CDC. "Disability Impacts All of Us Infographic." Centers for Disease Control and Prevention, 15 May 2023.

2. Findings from an online survey of 510 HR Decision Makers respondents and an online survey of 1,815 employee respondents, both conducted by Voya Cares in partnership with Lieberman Research Worldwide (LRW) during the period of December 2, 2018 — January 14, 2019, unless otherwise noted.

3. Sparks, Stephanie. The real cost of employee turnover (and how to prevent it). Jobvite. Nov. 26, 2023.

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