

Request for Reasonable Accommodation

Vermont State Housing Authority (VSHA) provides "Reasonable Accommodation" to applicants and/or participants with disabilities. A "Reasonable Accommodation" is a change, exception, or adjustment to a rule, policy, practice or service that may be necessary for a person with a disability to have equal access to the HA's programs and services. The request for the accommodation must be reasonable and not an administrative or financial burden or alter the fundamental nature of the program.

If you, or anybody, in your household, has a verifiable disability and you need a reasonable accommodation, please complete this form to request the Reasonable Accommodation. All requests are reviewed on a case-by-case basis and HA considers all information provided. The accommodation must be for a person with a disability. To be considered disabled, a person must have a disability as described below:

- (1) a physical or mental problem that substantially limits one or more life activities (or)
- (2) having a record of such a problem (or)
- (3) being regarded as having such a problem

1. The following member of my household has a verifiable disability as defined above:

Name: _____ **Relationship to you:** _____

2. As a result of this disability, I am requesting the following accommodation:

A change in my apartment or other part of the housing development (please specify below):

A change in the following rule, policy, or procedure (Note that a change in how to meet the terms of the lease may be requested but the terms of the lease must be met.) (please specify below):

Other (For example, a change in the way the HA communicates with you.) (please specify below)

3. The request for reasonable accommodation is necessary so that I (or my family member) can (please specify):

I authorize the HA to verify that I (or my family member) have a disability and have the need for the specific accommodation I have requested. In order to verify this information, the HA may contact the following qualified individual. I understand that the information obtained by the HA will be kept completely confidential and used solely to make a determination on my accommodation request.

X _____ Date _____
Participant/Applicant Signature

VERIFICATION OF NEED BY QUALIFIED INDIVIDUAL : The changes outlined above **ARE []** or **ARE NOT []** necessary to have equal access to and enjoyment of the apartment and other facilities or programs at the site (please see below for additional information).

Signature of Qualified Individual: _____
Printed Name of Qualified Individual: _____
Title of Qualified Individual: _____
Agent, Facility or Institution (if any): _____
Address: _____
Telephone: _____



VERMONT STATE HOUSING AUTHORITY
REASONABLE ACCOMMODATION POLICY-HOUSING PROGRAMS

POLICY:

The Vermont State Housing Authority complies with state and federal law requiring housing providers to make reasonable accommodation or changes to either rules, procedures and housing units or properties, if such changes are necessary to enable a person with a disability to have equal access to and enjoyment of the unit, properties and other facilities or programs.

Reasonable accommodations will be made during the application process and during the individual's participation in our programs; provided the accommodation does not present an undue financial or administrative burden. Any accommodation or change must be necessary for the individual to have equal access and enjoyment of the housing and programs, not just be desirable.

The Housing Authority will consider suggested accommodations from the individual and determine whether the request is reasonable from a financial or administrative point of view. If such accommodation is not reasonable, the Housing Authority will work with the individual to provide an alternative accommodation that would meet their disability needs.

DEFINITIONS:

If you have a disability and you need....

- A change in our rules, policies, practices and how we do things that would make it easier for you to apply for or participate in our programs,
- A change or repair in your unit or a special type of unit that would make it easier for you enjoy your home or use the facilities or take part in programs on site,
- A change or repair to some other part of the housing complex that would make it easier for you to live there and use the facilities or take part in programs on site, or
- A change in the way we communicate with you or give you information.

You can ask for this kind of change, which is called REASONABLE ACCOMMODATION.

PROCEDURES:

If you can show that you have a disability and if your request is reasonable - if it is not too expensive, and if it is not too difficult to arrange, we will try to make the changes you request.

Any applicant or participant must complete a request form. If you need assistance in completing the form a VSHA staff member will be happy to provide help.

We will review the request and give you an answer in 10 business days unless there is a problem getting all the information we need or unless you agree to a longer time. We will let you know if we need more information or verification from you or if we would like to talk with you about other ways to meet your needs.

If we turn down your request, we will explain the reasons and you can give more information if you think that will help.

GRIEVANCES:

Grievances concerning compliance with VSHA's Reasonable Accommodation policy will be handled in accordance with the Non-Discrimination Grievance Procedure.

