



Vermont State Housing Authority

1 Prospect Street, Montpelier VT 05602-3556
802-828-3295 (Voice) – 802-828-2111 (Fax)
800-820-5119 (Message)
www.vsha.org



Request for Reasonable Accommodation

Vermont State Housing Authority (VSHA) provides "Reasonable Accommodations" 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 VSHA's programs and services. The request for the accommodation must be reasonable and cannot be an administrative or financial burden or alter the fundamental nature of the program.

If you have a physical or mental health challenge, or disability, and you need a change, exception or adjustment to a rule, policy, practice or service, that is necessary for you to have equal access to VSHA's programs and services, you may ask for an accommodation.

If you need assistance completing this form, please contact our office.

Head of Household:

Family Member Requesting the Accommodation: _____

*If more than one family member is requesting an accommodation, please submit separate requests

As a result of a disability, I am requesting the following reasonable accommodation(s):

- ☐ Additional time to search for suitable housing
- ☐ A larger voucher size
- ☐ A higher voucher payment standard
- ☐ A change in the way VSHA communicates with me (please describe): _____
- ☐ Other (please explain): _____

How will this accommodation meet your disability-related need? (please do not share detailed medical information)

VSHA may verify the need for this accommodation by contacting the following qualified individual:

Name and Title: _____

Agency Name and Address: _____

Phone: _____

Email: _____

Participant/Applicant Signature

Date

REASONABLE ACCOMMODATION POLICY VERMONT STATE HOUSING AUTHORITY

The Vermont State Housing Authority complies with state and federal law requiring housing providers to make reasonable accommodation or changes to 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 and 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.

PROCEDURES:

VSHA encourages you to use the Request for Reasonable Accommodation Form, but it is not required. If you need assistance completing the form a VSHA staff member will be happy to help.

We will review the request and give you an answer within 10 business days- unless there is a problem getting all the information we need, or if you agree to a longer time. If your disability is not aparent, or previously verified, we will need to reach out to someone who is qualified to make this determination. This could be a doctor, counselor, case manager, or another individual who is in a position to know about and verify your disability.

We will let you know if we need more information 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 will have the opportunity to give more information if you think that will help. You may also be entitled to an Informal Hearing to appeal this decision.

GRIEVANCES:

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