**REASONABLE ACCOMMODATION REQUEST FORM**

The definition of a “person with a disability” for purposes of non-discrimination and the right to a reasonable accommodation is a person who has a physical or mental impairment ***that substantially limits one or more major life activities***; a record of having such an impairment; or being regarding as having such an impairment.

***The term “substantially limits” suggests that the limitation is “significant” or “to a large degree.” The term “major life activity” means those activities that are of central importance to daily life, such as seeing, hearing, walking, breathing, performing manual task, care for one’s self, learning, and speaking. This list of major life activities is not exhaustive.***

|  |  |
| --- | --- |
| Head of Household Name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | City/State/Zip: |  |

***THIS SECTION TO BE COMPLETED BY THE PARTICIPANT***

Reasonable Accommodation request completed on behalf of: (check one of the following)

Head of Household  Family Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe the reasonable accommodation request:

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The reasonable accommodation request is needed for:

The application, recertification, or interim processes

Daily Living (Live In Aide with increase in voucher size, or transfer request)

Other reason: (you must specify reason(s) for your request below)

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**PARTICIPANT AUTHORIZATION FOR RELEASE OF INFORMATION**

List the name of the professional who can verify the disability and the need for the accommodation requested.

|  |  |  |  |
| --- | --- | --- | --- |
| Agency/Practice Name: |  | Physician/Professional: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | Telephone No: |  |
|  |  | Fax No: |  |

The Housing Authority will mail a verification form to this individual. Hand-delivered verification will not be accepted. I understand that the information obtained by the RHASNC will be kept confidential and used solely to make a determination on my reasonable accommodation request.

I hereby request that you furnish the Housing Authority information regarding the person listed below. I understand that this information will be kept confidential and will be used only for the program purposes.

|  |  |
| --- | --- |
| Signature of Head of Household: |  |

|  |  |
| --- | --- |
| Signature of Other Adult with Disability: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Relationship to Disabled Person: |  | Date: |  |

*\*\*If on the behalf of a minor child, please indicate whether you are the parent or guardian. Where the individual with the disability is over 18 and not head of household, he or she should also sign the Request for Reasonable Accommodation form.*

**RHA USE ONLY**

Approved  Denied

Explanation:

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| --- | --- | --- | --- |
| Housing Services Manager: |  | Date: |  |