



GARFIELD COUNTY HOUSING AUTHORITY

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APPLICANT AND PARTICIPANT NOTIFICATION TO REQUEST A REASONABLE ACCOMMODATION

Under Section 504 of the Rehabilitation Act of 1973 Housing Authorities and Owners must allow qualified individuals' reasonable accommodation request for a change, exception or adjustment to a rule, policy, practice or service when such accommodations may be necessary to afford a disabled individual equal opportunity to use and enjoy the benefits of the Housing Choice Voucher Program and the common use spaces, are not fundamental changes to the program, are not an undue burden on finances, staff time or resources. **Reasonable modifications to the lease, unit or rental property should be directed to the owner/management directly.**

Examples of housing authority reasonable accommodations, but not limited to:

- Assistance with paperwork or paperwork submission by a different means
- Extensions to Voucher expiration, deadlines for paperwork etc.
- Communication issues
- Extra bedroom
- Live-in Aide

A qualified individual with a disability / handicap may request a reasonable accommodation by contacting GCHA staff either verbally or in writing. Depending on the nature of your request, the applicant/participant may be requested to complete an accommodation request form. If the applicant/participant is unable to complete the form due to a disability staff will accommodate the individual by assisting him / her.

Applicants/participants should also be aware HUD permits all housing providers to verify the individual requesting the reasonable accommodation is eligible for such a benefit under the law. Therefore, staff may request individuals to provide additional information and / or sign verification consent forms.

All requests for accommodation will be processed in accordance with established policy and procedures. If the request cannot be approved because the accommodation or modification presents an undue administrative and financial burden or would fundamentally alter the program a dialog between the applicant/participant and your assigned housing staff person called interactive process will occur to see if the offer of an alternative accommodation might effectively meet the need without posing an undue administrative and financial burden or fundamental alteration. Written determination will be made generally within ten business days unless an alternative communication method has been requested and approved.

The Garfield County Housing Authority is committed to comply with all requirements of Section 504 of the Rehabilitation Act of 1973.



This institution is an equal opportunity provider and employer.

