



Instructions



Apply for a Reasonable Accommodation

If you feel you need special consideration or assistance because of your disability, please follow these simple steps to apply for a Reasonable Accommodation.

STEP #1 Complete the "Request for Reasonable Accommodation" form.

You can request and complete the "Request for Reasonable Accommodation" form either verbally or in written form. Also, please know Housing Authority staff can help you complete the form or take your request verbally. If you have any questions, please contact your Housing Authority case worker or manager. Please be prepared to provide the name, address, phone number and fax number of your Healthcare or Knowledgeable Professional. Plus, you MUST authorize the release of information.

STEP #2 Submit the "Request for Reasonable Accommodation" form.

Please complete all the required information on the form and submit to Housing Authority staff via in-person, email, mail or fax (contact info below). Then Housing Authority staff will mail or fax the Reasonable Accommodation form to your healthcare or knowledgeable professional.

STEP #3 Your Healthcare or Knowledgeable Professional submits health info.

Your Healthcare or Knowledgeable Professional completes the form and either mails (to mailing address below) or faxes (to fax number below) to the Housing Authority for consideration by the Reasonable Accommodation Committee (RAC). Please note your Healthcare or Knowledgeable Professional must mail or fax in the information directly to the Housing Authority within 14 days of receiving form. The form cannot be hand-delivered

STEP #4 The Reasonable Accommodations Committee will review your request.

The Reasonable Accommodation Committee (RAC) will review your request and the health info received from your Healthcare or Knowledgeable Professional. Then the RAC will mail you a letter stating their decision within 14 business days from the date the health info (from Healthcare or Knowledgeable Professional) is received by Housing Authority staff. If your request was approved, you will be asked to contact Housing Authority staff. If your request was denied, you will be given additional options and provided info about the appeals process.

Submit all Reasonable Accommodation requests to:

EMAIL: ra@alamedahsg.org
FAX: (844) 327-5415
PHONE: (510) 747-4326



Mailing Address
Reasonable Accommodation Committee
701 Atlantic Ave, Alameda, CA, 94501

Frequently Asked Questions

What is a Reasonable Accommodation?

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 an equal opportunity to participate in and benefit from the housing programs. A reasonable accommodation must be requested, preferably in writing, in order for it to be considered and the disability and the need for an accommodation must be verified.

Can Housing Authority deny a request for a Reasonable Accommodation?

Yes, Housing Authority can deny a request for a Reasonable Accommodation if:

- the disability is not verified by Healthcare or Knowledgeable professional;
- there is no disability-related need for the accommodation;
- the accommodation is not reasonable;
- the accommodation would impose an undue financial and administrative burden on the Housing Authority;
- Or there is an alternative available other than the requested accommodation.

How to submit inquiry regarding equal opportunity policies and/or request a copy of Housing Authority's 504 grievance procedures?

Please direct all inquiries and questions to the Section 504 Coordinator:

Tonya Schuler-Cummins (ADA/Section 504 Coordinator)

Telephone: (510) 747-4342 TDD 711

Email: 504coordinator@alamedahsg.org

Submit all Reasonable Accommodation requests to:

EMAIL: ra@alamedahsg.org

FAX: (844) 327-5415

PHONE: (510) 747-4326

Mailing Address

Reasonable Accommodation Committee
701 Atlantic Ave, Alameda, CA, 94501



The Reasonable Accommodation policy can be found online at:
http://www.alamedahsg.org/about_us/reasonable_accommodations

