

**NOTICE TO APPLICANTS/PARTICIPANTS WITH DISABILITIES REGARDING
REASONABLE ACCOMMODATION**

The David County Housing Authority (DCHA) is committed to providing accommodations to persons with disabilities to help ensure that their living arrangements are comparable to those of other public housing applicants and residents. Reasonable accommodations for public housing applicants/residents must be reasonable, meaning they cannot cause either undue financial or administrative burden, or a fundamental alteration in the nature of DCHA's programs.

Reasonable accommodation requests may be made in any manner that is convenient, including written or verbal, to any property manager/housing assistant or resident services coordinator. Although not required, requests made in writing will simplify processing and help avoid misunderstandings. DCHA's request for accommodation forms are designed to assist applicants and residents. If you do not wish to, or cannot use, the attached forms, DCHA will still respond to your request for a reasonable accommodation.

Requests for reasonable accommodations will be considered on a case-by-case basis because people with the same disability may not need or desire the same level of accommodation.

If you make a reasonable accommodation request, DCHA may request reliable documentation (not medical records) that you have a disability and verification of the need for the particular accommodation(s). DCHA will not ask questions about the nature or severity of the disability except as specifically related to the requested accommodation. The type of verification you will need to provide depends on the specifics of the situation. The verification may be provided by any third party provider familiar with your disability on forms that the Housing Authority provides or in a separate note/letter. A signed release of information may be helpful in clarifying needs with your provider, but such a release is not required.

You may request assistance with completing the attached forms or ask that the forms be provided in an equally effective format or means of communication, such as:

- Qualified interpreters
- Use of Telecommunications Relay Services
- Large print materials
- Qualified readers
- Taped text audio recording
- Braille materials
- TTY

While most decisions are made in less time, we will make every effort to render a decision within thirty (30) calendar days.

If you have any questions or require additional information on the reasonable accommodation process or procedures, you may contact the DCHA