

MANCHESTER HOUSING AUTHORITY
REQUEST FOR A REASONABLE ACCOMODATION TO MY HOUSING ASSISTANCE

NAME OF THE RESIDENT FOR WHOM THE REQUEST IS BEING MADE

ADDRESS

NAME OF THE PERSON MAKING THE REQUEST

RELATIONSHIP TO THE RESIDENT

I or a member of my household has a physical or mental impairment that affects my housing assistance in its present form.

I am requesting the following change(s), which I feel is a “reasonable accommodation”, so that I and my family can have equal access to and enjoyment of my apartment or other facilities or services at the site.

Check the kind of change(s) I or my family member need:

- () A repair or change in my apartment**
- () A repair or change to some other part of the property**
- () A change in MHA rules, policies or procedures**
- () A change in the way MHA communicates with you.**

MANCHESTER HOUSING AUTHORITY
REQUEST FOR A REASONABLE ACCOMODATION TO MY HOUSING ASSISTANCE

Please provide a simple explanation for your request in legible handwriting or printing, if you are able to.

Otherwise just tell the Leasing and Occupancy Officer and he/she will write it down.

3. My request is for (simple statement)

4. It is necessary because (simple explanation)

DATE OF THIS REQUEST

SIGNATURE OF HEAD OF HOUSEHOLD

MANCHESTER HOUSING AUTHORITY
REQUEST FOR A REASONABLE ACCOMODATION TO MY HOUSING ASSISTANCE

PROCESSING INSTRUCTIONS TO RESIDENTS AND STAFF

The Federal Fair Housing Act (FHA), 42 U.S.C. §§ 3601-3619 and Connecticut Fair Housing Statutes, Conn. Gen. Stat. § 46a-64c (a) *et seq.*, prohibit discrimination in housing on the basis of physical or mental disability or handicap.

Applicants and tenants have the right to request a reasonable accommodation if

- 1) such an accommodation is necessary for full participation in the housing program and services AND
- 2) does not impose an undue financial or administrative burden on the Housing Authority, OR
- 3) fundamentally alters the essential nature of the Housing Authority's operations.

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 opportunity to use and enjoy a dwelling, including public and common areas.

Examples may include, conducting home visits rather than requiring a tenant to appear in person at the office or permitting an authorized advocate to participate in the application or recertification process.

There must be a relationship between the accommodation requested and the disability of the individual.

The Housing Authority may deny the request if there is no such relationship or the request poses an undue financial or administrative burden on the Authority or is a fundamental alteration of the program.

A reasonable modification is a structural change made to an existing unit or public space/common area that is necessary for a person with a disability to have full enjoyment of the premises.

The Housing Authority may deny a request for a modification for the same reasons as it may deny a request for an accommodation (cited in the paragraph above).

Examples of modifications may include, widening doorways, lowering kitchen cabinets, or adding a ramp.

The request for a reasonable accommodation is viewed as an interactive process involving discussions between the requesting individual, the Leasing & Occupancy Officer, and the Executive Director, a process which may involve offering alternative solutions.

MANCHESTER HOUSING AUTHORITY

REQUEST FOR A REASONABLE ACCOMODATION TO MY HOUSING ASSISTANCE

The process for requesting a reasonable accommodation/modification is as follows:

- The individual **must** request an accommodation and that request **SHOULD** be communicated on the MHA **Request For A Reasonable Accommodation** form by prepared either by the Client or Housing Authority staff.
- This request **may be made orally by the client**, however, it is **preferred** that the request be made in writing.
- The original signed and dated request(s) **constitute the official log book** and **will be** maintained **by the Executive Director in an official digital logbook.**
- **The request must be forwarded to the Executive Director for a decision.**
- The **Executive Director** will give a written response to that request within 5 business days of the receipt of the request.
- If additional time is needed to obtain information in order to make a decision, the **Executive Director** **will** inform the individual in writing.
- The Executive Director **may**, if the disability is not obvious or otherwise known to the Authority, request disability related information that;
 - 1) is necessary to verify that the disability meets the Fair Housing Act's definition of disability,
 - 2) describes the needed accommodation, and
 - 3) shows the relationship between the disability and the need for the accommodation.
- The Housing Authority **will not** ask the nature or extent of the disability or request medical records for verification of the disability.
- The Housing Authority **will** keep all information confidential and **will not** disclose the information to any person outside the Authority without the written consent of the individual requesting the accommodation.
- A decision to grant or deny the request **will** be made, in writing, with a summary of the reasons for the decision.
- A denial **will** be accompanied with information regarding the individual's right to file a complaint with the U.S. Department of Housing and Urban Development (HUD) or the Connecticut Commission on Human Rights and Opportunities (CHRO).