



Brattleboro Housing PARTNERSHIPS

REASONABLE ACCOMMODATION (RA) FOR PERSONS WITH DISABILITIES

If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize BHP programs and services, you may request a reasonable accommodation (RA). Examples of RA might be:

- A change, exception or adjustment to a policy, practice or service that would give you a chance equal to a person without a disability to live here, use the facilities and/or take part in programs on the site;
- A change or repair in your apartment or a special type of apartment, or a change or repair to some other part of the housing site that would give you a chance equal to a person without a disability to live here and use the facilities and/or take part in programs on the site;
- A change in the way we communicate with you or give you information.

A Reasonable Accommodation is defined as a change “*that does not pose an undue financial or administrative burden on BHP or result in a fundamental alteration in the nature of the program or service offered*”.

REQUEST FOR A REASONABLE ACCOMMODATION

Make the Request

You may make the request in person, by completing the attached form, or by calling BHP at 802-254-6071. You must indicate the need for the RA, what you are requesting, the direct relationship between the request and the effects of your disability, and how the RA will allow you to participate in BHP programs.

After completion of the Request

BHA will verify that you meet the definition of a person with disabilities. This will be done by contacting the knowledgeable professional whose name you have provided (on some occasions this is not necessary). BHP will send a form to the reference but cannot be responsible for making sure it is returned. You will be notified when the reference is sent so that you can follow up to make sure it is returned to BHP in a timely manner.

How Long Will it Take

Once BHP has all the information it needs, including any verifications that might be required, BHP will make a decision within 10 business days.

Questions?

Call your BHP Property Manager at 254-6071

PO Box 2275, Brattleboro, Vermont 05303

p: 802-254-6071 ■ f: 802-254-5590 ■ brattleborohousing.org



Equal Housing Opportunity A reasonable accommodation procedure is available for people with disabilities who wish to request modification in our programs, policies or procedures. ■ Vermont Relay Service 800-253-0191

