

## **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 the Housing Authority deny a request for a reasonable accommodation?**

Yes. A Housing Authority can deny a request for a reasonable accommodation if:

- the disability is not verified;
- there is no disability-related need for the accommodation;
- the accommodation is not reasonable;
- it would impose an undue financial and administrative burden on the Housing Authority. The determination is made on a case-by-case basis;
- it would fundamentally alter the nature of the Housing Authority’s operations; or
- there is an alternative available other than the requested accommodation.

**Our reasonable accommodation policy can be found at [www.shra.org/Housing/PublicHousingProgram/AnnualPlans.aspx](http://www.shra.org/Housing/PublicHousingProgram/AnnualPlans.aspx)**

**If you have a grievance or need assistance which your caseworker cannot provide, you can reach the Reasonable Accommodation Coordinator, Sarah O’Daniel at 449-6346. You may also write her office at 630 I St., Sacramento, CA 95814.**



## REQUESTING A REASONABLE ACCOMMODATION

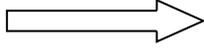
SHRA  
Reasonable Accommodation Committee  
630 I Street  
Sacramento, CA 95814

Sacramento Housing and  
Redevelopment Agency



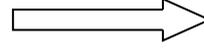
# TO REQUEST A REASONABLE ACCOMMODATION

**1** If you need assistance or special consideration to allow equal opportunity to participate in or benefit from the housing program based on your disability...



**2** Contact Housing Authority Staff and request an "AUTHORIZATION FOR USE OR DISCLOSURE OF HEALTH INFORMATION" FORM

You can complete the form yourself or staff can help you complete it. You must provide the name, address, phone number, and fax number of your Health Care Professional and authorize the release of information



**3** Complete and return the "AUTHORIZATION FOR USE OR DISCLOSURE OF HEALTH INFORMATION" FORM to the Housing Authority



**4** Housing Authority staff will fax or mail the form to your Health Care Professional



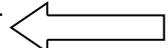
**5** The Health Care Professional must mail or fax the completed form directly to the Housing Authority

Note: The form cannot be hand-delivered.

Note: If no response is received after 21-Days, your request is voided. You will be sent a letter stating that the Reasonable Accommodation Committee could not make a decision due to lack of information.



**6** The Reasonable Accommodation (RA) Committee meet weekly to review the Reasonable Accommodation requests and the responses received from the Health Care Professionals.



**7** The R/A Committee makes a decision

- If the request is approved, you will be asked to follow up with your Housing Authority caseworker.
- If the request is denied, you may be offered alternative options and will be provided information about the appeal process
  - If you receive additional Information from your Health Care Provider, you may submit a new request