

ACCOMMODATION REQUEST RECORD

*This form should be completed for every request received
Please see reverse for directions on completing this form*

Agency/Program Name:

Individual/Family Requesting Accommodation:

Date of Request: **Request Submitted By:**

Accommodation request method:

- Verbal
- Written

At the time of submission, is the request: (as determined by the ADA/HSRA Liaison)

- Complete
- Incomplete

Is additional information or documentation needed?

- Yes
- No

If additional information is needed, has written notification of need for additional documentation or information (Appendix F) and the verification/information form (Appendix E) been given to the requester? (Attach copy of written notice)

- Yes
- No

Action Taken by Provider:

- Approved - Request granted immediately
- Approved – Request will be prioritized for _____
- Approved – Request will take ___ days to fulfill
- Approved – Alternative Modification listed below in notes section
- Approved provisionally while waiting for more information
- Forwarded to TCP for review

Weekly Status update provided to requester (Written status update must be provided to the requester each Monday following submission of the request).

<u>Date</u>	<u>Status</u>	<u>Client Initials</u>

Instructions:

Agency/Program Name – List the name of the agency and the program receiving the request.

Individual/Family Requesting Accommodation – List the Individual Name or the Head of Household name for family programs.

Date of Request – date request received by the program

Request Submitted By – Who submitted the request – Individual, parent, attorney, advocate or other professional/agency?

Accommodation request method – was the request made verbally to a staff member or was a written request submitted by the requester?

At the time of submission, is the request complete or incomplete - the ADA/HSRA Liaison should determine whether the request is complete. Complete requests indicate that no further information is needed to grant the request. Incomplete requests require additional documentation using Appendix Form D.

If additional documentation is needed, the requester must be notified in writing using the Notification of Need for Additional Information form (included as Appendix C of the TCP Reasonable Accommodation Policy and Procedures Manual). A copy of the written notice must be submitted to TCP.

Action Taken by Provider – Providers can only take the following actions without further approval from TCP.

- Approved - Request granted immediately – if the request can be accommodated immediately the provider should do so and notify the requester in writing using the Notification of Approval form found in Appendix G.
- Approved – Request will be prioritized for_____ - If the request can be approved but we are waiting on the next available placement in a particular program, the provider should select this option and fill in the blank. This option is most often used when a family is being prioritized to move from communal shelter to apartment style shelter.
- Approved – Request will take ___days to fulfill – if the request can be approved but will take a specific number of days (less than 14 days) to fulfill, the provider should select this option and indicate the number of days.
- Approved – Alternative Modification listed below – if the need for accommodation can be met through alternative measures that satisfy the requester, the provider should select this option and identify the alternative accommodation in the notes section of this form.
- Approved provisionally- Request should be granted pending further documentation.
- Forwarded to TCP for review – If the provider is unsure about how to grant the request, it should be forwarded to TCP for review and technical assistance.

Weekly Status update provided to requester - A written status update must be provided to the requester each Monday following submission of the request. A copy of the Accommodation Request Record may be provided as written notice. The provider should indicate the date, status of the request and have the requester initial that they received the written update or copy of the request record.