

NOTIFICATION OF DENIAL OF ACCOMMODATION REQUEST

Date:

Dear:

You requested an accommodation for _____
_____ on _____.

This letter is to inform you that your request has been **denied** because:

- ___ You do not meet the definition of an individual with a disability.
- ___ The accommodation you requested is not reasonable because:
 1. ___ You do not need this accommodation in order to enjoy or participate equally in our program.
 2. ___ The cost of the accommodation is too high and/or is more work than our staff can do.
 3. ___ The accommodation will change the fundamental nature of our program.

The reason this determination was made is: _____

The following facts were considered in the denial of your request: _____

In making this decision, we reviewed the documents presented, and/or spoke with the persons necessary in this investigative process.

Sincerely,

You Have the Right to Appeal Our Accommodation Decision

If you disagree with this decision, you have the right to appeal through:

- *Your program's internal grievance process, and*
- *Through the District of Columbia's Office of Administrative Hearings.*

To find out about how to appeal through your program's internal grievance process, see your Program Director. Each grievance related to the approval or denial of an accommodation request will be brought to the Community Partnership's attention for further review.

If you are not satisfied with the result of your program's grievance process, or if you choose, you can go directly to the Administrative Hearing process or the Office of Human Rights, please see the back of this letter for information on these processes.

If you wish to file a grievance with the Department of Human Services regarding this accommodation decision, please contact the DHS ADA Coordinator, Carole Lee at 202-671-4339.

Your Right to Appeal the Denial of Your Accommodation Request

If you disagree with our decision to deny your Accommodation Request, you can appeal through a Fair Hearing. Before the Fair Hearing, you have a right to an Administrative Review. The Administrative Review is optional and less formal than a Fair Hearing. If you want, you can choose to have both.

To Request a “Fair Hearing”, you need to:

- Call the Office of Administrative Hearings, at 727-8280 or send in your request in writing to the Office of Administrative Hearings, 441 4th Street, N.W., Suite 540 South, Washington, D.C. 20001; **OR**
- Tell a staff member where you reside that you want a Fair Hearing. By law, he or she must help you make your request; **OR**
- Call the Family Services Administration, at 541-3914, or send in your request in writing to the Family Services Administration, 2146 24th Place, N.E., Washington, D.C. 20018.

To Receive an “Administrative Review”:

- You do not need to file a separate request for an Administrative Review. Once you request a Fair Hearing, you will automatically be offered an opportunity for an Administrative Review by the Family Services Administration.
- A notice will be sent to you notifying you of the time, date, and place for the Administrative Review.
- If you do not appear at the Administrative Review, you will still have a Fair Hearing. The Office of Administrative Hearings will send you a notice telling you the time, date and place for the Fair Hearing.

At Your Fair Hearing or Administrative Review:

- You have the right to be represented by a lawyer (see below), relative, or any other person of your choice who is not an employee of the D.C. Government and to bring witnesses or evidence that helps your case.

Free legal representation may be available from:

- *The Washington Legal Clinic for the Homeless at (202) 328-5500*
- *Legal Aid Society of the District of Columbia at (202) 628-1161*
- *Bread for the City at (202) 265-2400 OR (202) 561-8587*

Discrimination claims:

- If you think you have been discriminated against because of your race, religion, color, sex, national origin, disability, personal appearance, age, marital status, sexual orientation or another basis, you may call the D.C. Office of Human Rights at 727-4557 within 365 days of the act.