



The Community Partnership
For The Prevention
of Homelessness

Reasonable Accommodation Procedure

Homeless Service Providers under contract with the Community Partnership are required to provide a reasonable accommodation in their rules, policies, practices and procedures, and allow reasonable modifications (changes to the physical structure) for qualified individuals (persons with disabilities) as defined by law.

When considering a reasonable accommodation/modification request, a homeless service provider can only take the following into consideration:

- Is the individual (or the intended participant of the program) which is the subject of the request, qualified? (Is the individual a person with a disability as defined by the law?)
- Is the request for an accommodation or modification necessary for the qualified person with a disability to enjoy equal opportunity and access to the program?
- Would the requested accommodation or modification impose an undue financial or administrative burden on the program?
- Would the requested accommodation or modification require a fundamental alteration in the nature of the program?

The provider should not ask about the nature or severity of the disability in question. The provider need only consider whether or not the request is *reasonable* in terms of cost and alteration of their program. They may ask questions which will clarify what it is about the policy, practice or procedure that serves as a barrier (so that the provider may offer an alternative solution) if the requested accommodation is deemed *not* reasonable; however, they should not attempt to determine whether or not the request is necessary for the individual in question. That is a determination to be made by the individual and/or his or her advisor.