REASONABLE MODIFICATION POLICY

AMERICANS WITH DISABILITIES ACT (ADA)
CITY OF LA PORTE, INDIANA

PURPOSE

The City of La Porte has adopted this formal reasonable modification policy to address any requests that allege the City is not in compliance with Title VI of the Americans with Disabilities Act of 1990. In accordance with the Americans with Disabilities Act (ADA), it is the policy of the City of La Porte TransPorte to provide individuals with disabilities with a reasonable modification to its policies, practices, and procedures so that they can access programs, facilities, and activities. Furthermore, it is the policy of TransPorte to provide these modifications quickly, easily, and without additional disability justification. Denial of a modification should only occur in situations for which the policy modification would fundamentally alter the program, service, or activity, or would constitute an undue financial and/or administrative burden. This reasonable modification request procedure shall not apply to any claims under Title I of the ADA.

PROCEDURES FOR IMPLEMENTATION OF REASONABLE MODIFICATION POLICY

1. A reasonable modification request shall be made in writing to the TransPorte Supervisor on the specified form: *Reasonable Modification Request/Americans with Disabilities Act*, attached. Provide notice, in accessible formats, for means of filing a reasonable modification request will be made available for persons with disabilities of their rights to ask for modification in policies, practices, and procedures or use of an auxiliary aid or service in order to accommodate a disability. The Reasonable Modification Request Form/Americans with Disabilities Act may be obtained online at the City's website or at the Office of the TransPorte Department.

2. Respond to a request for a reasonable modification in a timely manner, within 72 hours, if feasible.

3. Provide adequate communication devices for people with disabilities requesting communication assistance, such as qualified interpreters, note-takers, computer-aided transcription services, written materials, audio recordings, computer disks, large print and Braille materials, and assistive listening systems to ensure La Porte TransPorte will be able to communicate effectively with individuals with disabilities, and that individuals with disabilities will be able to participate in the range of services and programs offered by La Porte TransPorte.

4. Provide appropriate training to staff members who will respond to requests for reasonable modifications.

WHAT IS A REASONABLE MODIFICATION?

A reasonable modification is a change or exception to a policy, practice, or procedure that allows people with disabilities to have equal access to programs, services and activities. Reasonable modifications must always be related to the individual's specific limitation caused by the disability.

When requesting a reasonable modification to LaPorte TransPorte program or service, an individual with a disability is not required to provide a medical documentation or diagnosis to justify their request, but they must be able to explain how their disability is related to the requested modification.

WHAT IS A FUNDAMENTAL ALTERATION?

A fundamental alteration takes place in the rare instance when there may be a significant change in the nature of the service, program, or activity in question because of a reasonable modification.

REASONABLE MODIFICATION REQUEST
AMERICANS WITH DISABILITIES ACT (ADA)
CITY OF LA PORTE, INDIANA

INSTRUCTIONS: Fill out this form completely typed or in black ink. Sign and return to the address at the end of the form. Alternative means of filing a reasonable modification will be made available upon the request to the TransPorte Supervisor, whose contact information is listed at the end of the form.

CLAIMANT:	
HOME ADDRESS:	
CITY, STATE & ZIP CODE:	
HOME PHONE:	
MOBILE PHONE:	
EMAIL ADDRESS:	

PERSON PREPARING REQUEST:	
RELATIONSHIP TO CLAIMANT:	
HOME ADDRESS:	
CITY, STATE & ZIP CODE:	
HOME PHONE:	
MOBILE PHONE:	
EMAIL ADDRESS:	

PLEASE DESCRIBE THE BASIS FOR THE REASONABLE MODIFICATION REQUEST:

PLEASE DESCRIBE WHAT YOU BELIEVE SHOULD BE DONE TO RESOLVE THIS REQUEST:

SIGNATURE: _____

DATE: _____

RETURN FORM TO: City of La Porte TransPorte Supervisor
102 L Street
La Porte, Indiana 46350
ngriffith@cityoflaportein.gov
219-362-6565