



Americans with Disabilities Act (ADA)

Request for Reasonable Accommodations/Modifications

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Los Angeles County Department of Public Social Services (DPSS) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The law requires DPSS to provide reasonable accommodations/modifications to individuals with a disability.

We can give persons with disabilities the extra help they need or modify some program requirements and practices. Below are examples of things we can help with:

- **Reading our documents and forms**
- **Filling out our forms**
- **Retrieving documents we need**
- **Changes to work and other program requirements**
- **Making appointments**
- **Other reasonable accommodations/modifications**

If you are a qualified individual with a disability that needs a reasonable accommodation/modification, you can submit the attached request form to any DPSS employee or you can ask any DPSS employee for help. You may also contact the ADA Liaison at your local DPSS Office or contact the DPSS ADA Title II Coordinator at:

DPSS ADA Title II Coordinator
12860 Crossroads Parkway South
City of Industry, CA 91746
Phone: **(844) 586-5550**
Fax: **(562) 692-2240**
(Office hours: M-F, 8:00 a.m. to 5:00 p.m.)

TTY: (877) 735-2929 (California Relay) (Office hours only 7:00 a.m. to 4:30 p.m.)

Identifying the appropriate reasonable accommodation/modification is a cooperative process that will be evaluated on an individual basis. DPSS will provide a response to your request or requests for accommodation/modification within five (5) working days from the date the request was received.

Note: You are not required to complete this form to be provided an accommodation/modification.



Americans with Disabilities Act (ADA) Request for Reasonable Accommodations/Modifications

Last Name	First Name	MI
Home/Mailing Address		
City	State	Zip
Phone	TTY:	Email Address:

How would you like to be informed about the status of your request for accommodation/ modification?

- Phone
 Writing
 Other: _____

What do you need help with? (check all that apply)

- Reading
 Hearing
 Speaking
 Understanding
 Seeing
 Standing
 Remembering
 Walking
 Being around crowds
 Dealing with emotions
 Other: _____

Describe how we can help you. *(Use additional sheet if necessary)*

- Filling out forms
 Scheduling an appointment
 American Sign Language (ASL)
 Other: _____

All requests for accommodations/modifications will be evaluated individually and a response to your request will be provided within five (5) working days.

Applicant/Participant Signature	Date
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This Notice and Related Materials Are Available in Alternate Format.

If someone else has completed this form on your behalf and you want to allow the Department of Public Social Services (DPSS) to discuss your disability/request for accommodation/modification with them, we need your approval. Please fill out the section below and sign.

I authorize _____ to discuss my disability/request for
 (Print Name of Designee)

accommodation/modification with the DPSS for a period of 30 days. I may revoke this authorization at any time except for information that has already been given to DPSS. This document will be kept in the case file and will not be disclosed without my signed consent for each disclosure unless the disclosure is specifically required or allowed by law. I have read this form (or had the form read to me) after it was completed. I know I can get a copy of this document if I ask for it.

Applicant/Participant Signature		Date
Print Designee Name	Relationship to Applicant/Participant	Telephone No.
Address	City and State	Zip Code

All requests for accommodations/modifications will be evaluated individually and a response to your request will be provided within five (5) working days.

FOR DPSS USE ONLY

Please complete the following information and forward one copy for evaluation to:

ADA Title II Coordinator
 12860 Crossroads Parkway South
 City of Industry, CA 91746

ADA Hotline: (844) 586-5550
 Fax: (562) 692-2240

Print Name and Title of person who provided accommodation/modification: _____

Telephone number of person who provided accommodation/modification: _____

Were Accommodations/Modifications provided? Yes No

If yes, what type of accommodation/modification was provided? (Check all that apply)

Reading Hearing Speaking Understanding Filling out forms Seeing

Standing Remembering Walking Dealing with crowds Dealing with emotions Other:

ADA or Customer Service Liaison (Print Name): _____ Date: _____

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