



Notice and Frequently Asked Questions (FAQ) about Reasonable Accommodations for Individuals with Disabilities

NOTICE

The Mount Horeb Area Joint Fire Department (MHAJFD) is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from MHAJFD's programs, services and activities. Individuals may request reasonable accommodations from MHAJFD that they believe will enable them to have such equal opportunity to participate in our programs, services and activities.

To request reasonable accommodations, contact the Department at phone 608-437-5571 or email info@fdmh.org

FREQUENTLY ASKED QUESTIONS (FAQ)

The following FAQ provides information on requesting reasonable accommodations in MHAJFD programs, services and activities.

- 1. What is a reasonable accommodation in MHAJFD's programs?** A reasonable accommodation is a change or modification to afford a qualified individual with a disability full satisfaction of MHAJFD programs, services or activities unless modifications of policies, practices, and procedures would fundamentally alter the nature of the program, service or activity, or result in undue financial and administrative burden to MHAJFD.
- 2. How do I request a reasonable accommodation?** If you need a reasonable accommodation, please contact MHAJFD at phone 608-437-5571 or email info@fdmh.org
- 3. Does my request for a reasonable accommodation need to be in writing?** No, you do not need to put your request in writing, however, making a written request can be helpful documentation for ensuring MHAJFD provides the desired accommodation. In addition, you do not need to use the specific words "reasonable accommodations" when making your request.
- 4. When should I request a reasonable accommodation?** You may request a reasonable accommodation from MHAJFD at any time. However, making the request in advance of a meeting, conference call, or visit will help ensure that MHAJFD is able to fulfill the request for an accommodation. For certain requests, such as requests for sign language interpretation, MHAJFD requests at least two week's advance notice.
- 5. May someone request a reasonable accommodation on my behalf?** Yes, anyone can request a reasonable accommodation on behalf of an individual with a disability who seeks to interact with MHAJFD staff or participate in its programs, services or activities.

6. What will MHAJFD do upon receiving my request for a reasonable accommodation?

MHAJFD may contact you to obtain more information about your request and to better understand your needs. In addition, MHAJFD may review your request to determine:

- a. Whether the requested accommodation will be effective in allowing you to participate in the activity or program in which you are seeking participation;
- b. Whether the requested accommodation is reasonable, or an equally effective alternative to the requested accommodation is available; and
- c. Whether providing you with the requested accommodation would fundamentally alter the nature of MHAJFD program or impose undue financial or administrative burdens on MHAJFD.

In addition, in some cases, MHAJFD may consult with you in an interactive process to determine on a case-by-case basis what accommodations can be made.

If MHAJFD determines that your requested accommodation would fundamentally alter the nature of the program or impose an undue financial or administrative burden, MHAJFD may deny your request. However, in the unlikely event that this occurs, MHAJFD will work with you to identify an alternative accommodation that allows you to effectively participate in the MHAJFD program, service or activity.

7. May MHAJFD request medical documentation from you after receiving your request for a reasonable accommodation? No. MHAJFD may not request medical documentation after receiving your request for a reasonable accommodation. MHAJFD questions will be limited to understanding the barrier to your ability to participate in the program or activity in which you are interested and the nature of an accommodation that will remove this barrier.

8. May MHAJFD charge you the cost of providing the reasonable accommodation? No, you are not responsible for the cost of an auxiliary aid or service MHAJFD provides to you.

9. What are some examples of reasonable accommodations? There are many types of reasonable accommodations. Some examples of how MHAJFD provides reasonable accommodations include:

- a. Arranging for qualified sign language interpreters
- b. Providing alternate formats of print materials in large print or in an electronic format
- c. Providing remote conference captioning services
- d. Furnishing a ramp or elevator to access the building or other areas to ensure accessibility for individuals who have physical disabilities and may be using a wheelchair or walker.