

Reasonable Modification Policy

Introduction

In accordance with the Americans with Disabilities Act (ADA) it is the policy of the **Porter County Aging & Community Services, Inc.** 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 **Porter County Aging & Community Services, Inc.** 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.

The **Porter County Aging & Community Services, Inc.** shall take the following steps to implement its reasonable modification policy for the benefit of the public:

1. Provide notice, in accessible formats, upon request, to members of the public of their rights to ask for a modification in policies, practices, and procedures or use of an auxiliary aid or service in order to accommodate a disability.
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 the **Porter County Aging & Community Services, Inc.** 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 the (Subrecipient).
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 **Porter County Aging & Community Services, Inc.** 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.