



## Stark Metropolitan Housing Authority

400 East Tuscarawas St.

Canton, OH 44702

PH: 330-454-8051

FX: 330-454-8065



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### NOTICE OF RIGHT TO REASONABLE ACCOMMODATION

#### **If you have a disability and as a result of your disability you need....**

- a change, an exception, or adjustment in the rules or policies, practices, services that would give you an equal chance to enjoy or participate in a Public Housing or Section 8 Program; or
- a change in the way Stark Metropolitan Housing Authority (“SMHA”) communicates with you or gives you information.

#### **You may ask for a Reasonable Accommodation.**

If you have a disability and verification from a qualified third party professional is provided to show that your request relates to your disability, then SMHA will approve your reasonable accommodation request. However, a request can be denied if it fundamentally alters the nature of SMHA’s operations or imposes an undue financial and administrative burden. Additionally, a request that would cause or causes a direct threat to the health and/or safety of other residents and/or SMHA staff will not be granted a reasonable accommodation.

You may ask your property manager for a Request for Reasonable Accommodation form. The forms are also available at the Central Office (located at 400 E. Tuscarawas Street, Canton, OH 44702) from the Section 504 Coordinator, the Intake Department or your Section 8 Reviewer. Note: All information you provide regarding your reasonable accommodation request will be kept confidential and used only to help you have an equal opportunity to participate in SMHA’s housing programs. If you need help filling out a Request for Reasonable Accommodation form or if you want to give SMHA your request in a way other than the form, please let SMHA know.

You will receive a response within 10 days of all necessary information being reviewed including the qualified third party professional’s verification unless there is a delay in getting the information to SMHA or you agree to a longer time. SMHA will let you know if more information is needed or to talk to you about other ways to meet your needs. Additionally, if the disability is obvious, SMHA does not need third party verification of the disability. For example, if you or a household member are in a wheelchair and you request a ramp, SMHA will not need third party verification to make a decision regarding the request.

If you disagree with the decision, you can request an informal hearing. Upon your request, a hearing will be scheduled and a hearing officer will listen to information about your request. After the hearing, the Hearing Officer will make a decision to uphold or reverse SMHA’s decision. If you and/or SMHA do not agree with the Hearing Officer’s decision, you and/or SMHA can file an objection with the appropriate court of jurisdiction. Feel free to contact the Section 504 Coordinator for more information by calling 330-454-8051, ext. 362.