



Reasonable Modification Policy

<i>Date Implemented:</i>	10.1.26	<i>Date Reviewed/ Revised:</i>		<i>Reviewed/ Revised By:</i>	
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Policy Statement

The purpose of the reasonable modification policy is to ensure that Snyder Village offers equal and effective opportunities and access to transportation services for persons with disabilities and full compliance with the provisions of the Title III of the Americans with Disabilities Act of 1990.

Snyder Village is committed to providing equal access and opportunity to qualified individuals with disabilities in all programs, services and activities. Snyder Village recognizes that in order to have equally effective opportunities and benefits, individuals with disabilities may need reasonable modifications to policies and procedures. Snyder Village will adhere to all applicable federal and state laws, regulations and guidelines with respect to providing reasonable modifications, as necessary, to afford equal access to programs for persons with disabilities. Snyder Village does not discriminate on the basis of disability in admission to, participation in, or receipt of services and benefits under any transit program or activity. Snyder Village will take appropriate steps to ensure that persons with disabilities have an equal opportunity to participate.

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of Snyder Village or be subject to discrimination by Snyder Village.

Reasonable Modifications

A reasonable modification is a change or exception to a policy, practice, or procedure that allows disabled individuals to have equal access to programs, services, and activities. Snyder Village will make reasonable modifications to policies, practices and procedures when necessary to ensure access to transit services for qualified individuals with disabilities, unless:

- Making the accommodation would fundamentally alter the nature of the transportation service.
- Making the accommodation would create a direct threat to the health or safety of other passengers.

- The individual with a disability is able to fully use Snyder Village’s service without the accommodation being made.

For the purposes of this section, the term reasonable accommodation shall be interpreted in a manner consistent with the term “reasonable modifications” as set forth in the Americans with Disabilities Act Title II regulations at 28 CFR 35.130(b)(7), and not as it is defined or interpreted for the purposes of employment discrimination under Title I of the ADA (42 U.S.C. 12111–12112) and its implementing regulations at 29 CFR part 1630.

Eligibility Criteria

An individual is eligible to be considered to receive a reasonable modification if that individual has: a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such impairment; or been regarded as having such impairment.

Requests for Reasonable Modifications

Snyder Village shall make information about how to contact Snyder Village to make requests for reasonable modifications readily available to the public through its website and rider policy guidelines. Snyder Village shall follow these procedures in taking requests:

- a) Individuals requesting modifications shall describe what they need in order to use the service.
- b) Individuals requesting modifications are not required to use the term “reasonable modification” when making a request. Personnel at Snyder Village will determine if the request represents a reasonable modification and proceed in accommodating the request accordingly.
- c) Whenever feasible, Snyder Village requests that individuals make such requests for modifications before Snyder Village is expected to provide the modified service.
- d) Where a request for modification cannot practicably be made and determined in advance (*e.g.*, because of a condition or barrier at the destination of which the individual with a disability was unaware until arriving), operating personnel shall make a determination of whether the modification should be provided at the time of the request. Operating personnel may consult with Snyder Village’s management before making a determination to grant or deny the request.

Requests for accommodation may be made either orally or in writing. The reasonable accommodation process begins as soon as the request for accommodation is made.

The request can be submitted in any written format. Alternative means of filing a request, such as personal interviews, phone calls, or taped requests, will be made available for persons with disabilities if unable to communicate their request in writing or upon request.

Interactive Process

When a request for accommodation is made, Snyder Village and the individual requesting an accommodation must engage in a good faith interactive process to determine what, if any accommodation shall be provided. The individual and the Snyder Village must communicate with each other about the request, the process for determining whether an accommodation will be provided, and the potential accommodations. Communication is a priority throughout the entire process.

Time Frame for Processing Requests and Providing Reasonable Modification

Snyder Village will process requests for reasonable accommodation and then provide accommodations, where appropriate, in as short a time frame as reasonably possible. Snyder Village recognizes, however, that the time necessary to process a request will depend on the nature of the accommodation(s) requested and whether it is necessary to obtain supporting information.

Granting a Reasonable Modification Request

As soon as Snyder Village determines that a reasonable accommodation will be provided, that decision shall be immediately communicated to the individual. This notice must be in writing in order to maintain the required information for reporting purposes. Upon request, alternative means of response will be provided.

In choosing among alternatives for meeting nondiscrimination and accessibility requirements with respect to new, altered, or existing facilities, or designated or specified transportation services, Snyder Village shall give priority to those methods that offer services, programs, and activities to qualified individuals with disabilities in the most integrated setting appropriate to the needs of individuals with disabilities.

Denying a Reasonable Modification Request

As soon as **Snyder Village** determines that a request for reasonable accommodation will be denied, **Snyder Village** will communicate the basis for the decision in writing to the individual requesting the modification. The explanation for the denial will clearly state:

- a) the specific reasons for the denial;
- b) any alternative accommodation that may create the same access to transit services as requested by the individual; and
- c) the opportunity to file a complaint relative to the **Snyder Village's** decision on the request.

Complaint Process

Snyder Village has a process for investigating and tracking complaints from qualified individuals. These procedures shall be posted on the Snyder Village's website and will be provided to any individual where the Snyder Village has denied a request for accommodation. The process and

any forms necessary to file a complaint are readily available from the web. Alternative means of filing complaints, such as personal interviews, phone calls, or taped requests, will be made available for persons with disabilities if unable to communicate their request in writing or upon request.

Any person who believes she or he has been discriminated against in obtaining a reasonable modification may file a complaint by completing and submitting a Snyder Village's Reasonable Modification Complaint Form. Snyder Village investigates complaints received no more than 30 days after receipt. Snyder Village will process complaints that are complete. Once the complaint is received, the complainant will receive an acknowledgement of receipt. If more information is needed to resolve the complaint, Snyder Village may contact the complainant. The complainant has 30 business days from the date of the letter to send requested information to Snyder Village.

If Snyder Village is not contacted by the complainant or does not receive the additional information within 30 business days, the Snyder Village may administratively close the complaint. In addition, a complaint may be administratively closed if the complainant no longer wishes to pursue their case.

After Snyder Village investigates the complaint, a decision will be rendered in writing to the complainant. Snyder Village will issue either a Letter of Closure or Letter of Finding.

- a) *Letter of Finding* – This letter will summarize the complaint, any interviews conducted regarding the complaint, and explains what actions will be taken by Snyder Village to address the complaint.
- b) *Letter of Closure* – This letter will explain why Snyder Village has determined that the complaint does not merit accommodation under the Americans with Disabilities Act and that the complaint will be closed.

If the complainant disagrees with the decision of Snyder Village, an opportunity to appeal the decision may be pursued provided the complaint files notice of appeal within 21 days of the initial decision of Snyder Village.

In the event of appeal, the complainant will be granted all due process, including the ability to be present additional evidence, present the case in person during an appeal hearing, and to be represented by counsel.

Designated Employee

Snyder Village shall designate one official within the organization responsible for processing reasonable modification requests and handling complaints. This individual is:

Janelle Clark, Executive Director
Snyder Village
1200 E. Partridge

Metamora, IL, 61548
(309) 367-4300
jclark@snydervillage.com

Record Retention

Snyder Village will maintain all records related to reasonable modification requests and denials for at least three (3) years.

SNYDER VILLAGE

TRANSPORTATION MODIFICATION REQUEST PROCEDURE

Snyder Village is committed to providing accessible transportation services to seniors and individuals with disabilities. A modification is a change to a policy, practice, or procedure that may be necessary to allow an individual with a disability to access and use Snyder Village transportation services.

Describe what you need in order to use the transportation service. Requests should be made in advance whenever possible. If a need arises unexpectedly during a trip, the driver or transportation staff may address the request at that time when feasible.

Please submit the following form to your care team in the health center or your administrator in independent or assisted living.

SNYDER VILLAGE TRANSPORTATION MODIFICATION REQUEST FORM

RIDER INFORMATION

Name: _____

Phone Number: _____

Email (optional): _____

Preferred method of contact:

☐ Phone ☐ Email ☐ Other: _____

TRIP INFORMATION

Requested transportation date: _____

Pickup location: _____

Destination: _____

Is this request for:

☐ A single trip

☐ Multiple trips

☐ Ongoing transportation needs

REQUEST FOR MODIFICATION

What modification or assistance are you requesting?

Please describe what you need in order to use Snyder Village transportation services. You do not need to provide a medical diagnosis.

Is there a specific policy, procedure, or transportation practice that creates a barrier for you?

Is there anything else Snyder Village transportation staff should know in order to safely and effectively provide the requested modification?

Can this request be accommodated by another person traveling with you or by another available resource?

☐ Yes ☐ No ☐ Not applicable

If yes, please explain: _____

COMMUNICATION PREFERENCE

Do you need information about your transportation or this request provided in an alternative format or language?

☐ No

☐ Yes – please list preferred language: _____

RIDER ACKNOWLEDGMENT

I understand that Snyder Village will review my request and determine whether the requested modification can be provided. Snyder Village may contact me if additional information is needed.

Rider/Requestor Signature: _____ **Date:** _____

FOR SNYDER VILLAGE USE ONLY

Date Request Received: _____

Received By: _____

Method Received:

☐ In person ☐ Phone ☐ Email ☐ Written ☐ Other: _____

Determination

- ☐ Approved as requested
☐ Approved with modification
☐ Alternative modification offered
☐ Unable to provide requested modification

Reason/Explanation:

Alternative provided or offered, if applicable:

Date Decision Made: _____

Staff Member Making Decision: _____

Date Rider Notified: _____

Method of Notification:

☐ Phone ☐ Email ☐ Mail ☐ In person

Additional Notes:

Important

A request may be denied when providing the requested modification would fundamentally alter the nature of the transportation service, create a direct threat to the health or safety of others, or otherwise meet a permissible basis for denial under applicable ADA requirements. When a requested modification cannot be provided, Snyder Village should consider whether another modification could reasonably allow the individual to access the service.