



VERNON FIRE DISTRICT NOTICE OF REASONABLE ACCOMMODATIONS

The Vernon Fire District (VFD) is committed to providing individuals with disabilities an **equal opportunity** to participate in VFD's programs, activities, and services.

Individuals may request **reasonable accommodations** that they believe will enable them to have such equal opportunity to participate in our programs, activities, and services.

To request reasonable accommodation(s), contact the VFD Administration Office by telephone (928) 537-4895, or email admin@vfdmail.org.

FREQUENTLY ASKED QUESTIONS (FAQ)

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

1. What is reasonable accommodation?

A reasonable accommodation is a change or modification to afford a qualified individual with a disability a full enjoyment of VFD's programs, activities, or services unless modifications of policies, practices, and procedures would fundamentally alter the nature of the program, activity, or service, or result in undue financial and administrative burdens to VFD.

2. How do I request a reasonable accommodation?

If you need a reasonable accommodation, please contact the VFD Administration Office by telephone (928) 537-4895, or email admin@vfdmail.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 that VFD 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 VFD at any time. However, making the request in advance of a meeting, conference call, or visit will help ensure that VFD is able to fulfill the request for an accommodation. VFD requests at least two weeks' 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 or limited English proficiency who seeks to interact with VFD staff or participate in its programs, activities, or services.

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

VFD may contact you or the person who made the request on your behalf to obtain more information about your request and to better understand your needs. In addition, VFD may review your request to determine:

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

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

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

7. May VFD request medical documentation from me after receiving my request for a reasonable accommodation?

No, VFD may not request medical documentation after receiving your request for a reasonable accommodation. VFD's questions will be limited to understanding the barrier to your ability to participate in the activity, program, or service in which you are interested and the nature of an accommodation that will remove this barrier.

8. May VFD charge for the cost of providing the reasonable accommodation?

No. You are not responsible for the cost of an auxiliary aid or service VFD provides to you.

9. What are some examples of reasonable accommodations?

There are many types of reasonable accommodations. Some examples of how VFD provides reasonable accommodations include, but are not limited to:

- Arranging for qualified language interpreters
- Providing captioning
- Producing alternate formats of print materials such as large print, Spanish, or in an electronic format
- Furnishing a temporary ramp to provide access to necessary areas with one or more stairs to ensure accessibility for individuals who have physical disabilities and may be using a wheelchair or walker.