

INFORMATION FOR PERSONS WITH DISABILITIES WHO NEED ACCOMMODATIONS TO ACCESS COUNTY AND COURT OFFICES

Who may receive an accommodation? Anyone with a disability who needs assistance to participate in a County service, program or activity may request a reasonable accommodation. A Disability is defined by federal and state laws, including the Americans with Disabilities Act and other applicable regulations.

What information is needed? Applicants must tell the ADA Coordinator why they need an accommodation and what accommodation they would like. This information will allow the ADA Coordinator to decide if the request may be granted.

How does an individual ask for a reasonable accommodation? A **“Request for Reasonable Accommodation Form”** is provided for applicants to complete and submit. The ADA Coordinator may request additional information, if necessary, to determine the need and type of accommodation.

Where is the form provided to request a reasonable accommodation? The form is located on the County of Cumberland, Human Resources web page. Click on the “accessibility” link located in the menu on the left side of the page. Click on the “Request for Reasonable Accommodation Form” link located at the end of the first paragraph on this page. The form may also be obtained at any County office.

What accommodations may be requested? Applicants may request accommodations that assist them to fully and meaningfully participate in a proceeding. Applicants should request the accommodation that will best allow them to do that. A reasonable accommodation could be a sign language interpreter; changes to a room’s layout to improve lighting, hearing, or mobility; large print or high contrast documents and forms; hearings held by teleconference; extended time for hearings and recesses; or assistive listening and seeing devices; personal assistance or someone who can help present the case or claim.

When should the form be filed? The form should be filed as soon as applicants know they need an accommodation. The ADA Coordinator will usually need to receive the request at least five business days before the accommodation is needed. Requests coming in at later than that will be granted if they are possible.

Who gets the information? The request should be submitted to the ADA Coordinator. Information regarding how to contact the ADA Coordinator is available indicated below.

Must all requests be granted? No. If, however, the applicant qualifies, the ADA Coordinator will deny an accommodation only if it would cause an undue burden, if it would fundamentally alter the County or proceeding; or it would threaten someone’s safety or well-being. A request may also be denied if it is submitted less than 5 business days before the accommodation is needed, and is not reasonably possible for the requested accommodation to be provided in the time available. The ADA Coordinator must explain how the request accommodation meets one of these criteria.

How will I be notified? You will be notified as you requested in Section 8 of the “Request for Reasonable Accommodation Form”. Also, you will receive a written “Notice of Accommodation”.