

Notice and Frequently Asked Questions (FAQ) about Reasonable Accommodations for Individuals with Disabilities

NOTICE

RIEMA is committed to providing individuals with disabilities an *equal opportunity* to participate in and benefit from RIEMA's programs, activities, and services.

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

To request reasonable accommodations, contact RIEMA at 401- 946-9996 or see <http://www.riema.ri.gov//contact/index.php>.

FREQUENTLY ASKED QUESTIONS (FAQ)

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

1. What is a reasonable accommodation in RIEMA's program?

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

2. How do I request a reasonable accommodation?

If you need a reasonable accommodation, please contact RIEMA at 401-POC/Office and methods for contacting the recipient].

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 RIEMA 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 RIEMA at any time. However, making the request in advance of a meeting, conference call, or visit will help ensure that RIEMA is able to fulfill the request for an accommodation.

For certain requests, such as requests for sign language interpretation, RIEMA requests at least four week’s 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 who seeks to interact with RIEMA staff or participate in its programs or activities.

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

RIEMA may contact you to obtain more information about your request and to better understand your needs. In addition, RIEMA may review your request to determine:

- Whether the requested accommodation will be effective in allowing you to participate in the activity or program 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 RIEMA’s program or impose undue financial or administrative burdens on [Recipient].

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

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

7. May RIEMA request medical documentation from you after receiving your request for a reasonable accommodation?

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

8. May RIEMA charge you the cost of providing the reasonable accommodation?

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

9. What are some examples of reasonable accommodations?

There are many types of reasonable accommodations. Some examples of how RIEMA provides reasonable accommodations include:

- Arranging for qualified sign language interpreters
- Providing on-site captioning
- Producing alternate formats of print materials in braille, large print, or in an electronic format
- Providing remote conference captioning services
- Furnishing a temporary ramp to access the dais or other areas with one or more stairs to ensure accessibility for individuals who have physical disabilities and may be using a wheelchair or walker.