



Yolo County Housing

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DATE: February 18, 2010
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Janis Holt, Resource Administrator
SUBJECT: **Review and Approve Revisions to the Reasonable Accommodation Policy**

RECOMMENDED ACTION:

The Board of Commissioners Review and Approve Revisions to the Reasonable Accommodation Policy.

BACKGROUND / DISCUSSION

The YCH Board of Commssioners adopted the 504 Compliance and Transition Plan on December 17, 2009 which included the Reasonable Accommodation Policy as Attachment A. The Board directed YCH staff to review the Plan and policy with Legal Services of Northern California (LSNC) for agreed upon changes. Based on this direction, staff proposes changes to Section A-11.1 and to Section B-1, paragraph 2. The proposed changes appear underlined as follows:

Section A - 11.1

Listed are the general principles which provide a foundation for the Policy and which YCH staff will apply when responding to requests for reasonable accommodations within all YCH housing programs:

- 11.1 It is presumed that the individual with a disability is usually knowledgeable of the appropriate types of, and methods for providing, reasonable accommodations needed when making a request. However, YCH reserves the right to investigate and offer equally effective alternatives to the requested accommodation, and/or alternative methods for providing the requested accommodation. If the Reasonable Accommodation can not be agreed upon by both parties; the individual may file a grievance in accordance with the Reasonable Accommodation Grievance Procedure.

Section B - 1, paragraph 2

Section B-1. Processing of Reasonable Accommodation Requests

Yolo County Housing (YCH) will provide the "Request for Reasonable Accommodation/Reasonable Modification Form", (the "**Request Form**"), attached hereto, to all applicants, residents or individuals with disabilities who request a reasonable accommodation.

Individuals may submit their reasonable accommodation request(s) in writing, orally, or by any other equally effective means of communication. However, YCH will ensure that all reasonable accommodation requests will be reduced to writing by assisting persons unable to submit written requests. If needed as a reasonable accommodation, YCH will assist the individual in completing the Request Form. In completing the Request Form, the YCH staff person will read it and confirm the content with the individual requesting the Reasonable Accommodation.

There were no other changes recommended to the adopted Reasonable Accommodation Policy of the 504 Compliance and Transition Plan.

Staff training on the Reasonable Accommodation Policy has been scheduled with LSNC for March 17, 2010.

FISCAL IMPACT

None.

CONCLUSION

Staff recommends that the Board approve the Revisions to the Reasonable Accommodation Policy.