

Superior Housing Authority

Request for Auxiliary Aids

AUXILIARY AIDS AND SERVICES

"Auxiliary aids and services" may include, but are not limited to: (1) qualified sign language interpreters, note-takers, transcription services, written materials, telephone handset amplifiers, telephones compatible with hearing aids, telecommunications devices for deaf persons (TDDs), or other effective methods of making aurally delivered materials available to individuals with hearing impairments; and, (2) qualified readers, large print materials, or other effective methods of making visually delivered materials available to individuals with visual impairments.

REQUEST FOR EFFECTIVE COMMUNICATION

When an auxiliary aid or service is required to ensure effective communication, the Superior Housing Authority will provide an opportunity for an individual with a disability to request the auxiliary aid or service of his or her choice. The Superior Housing Authority will give primary consideration to the choice expressed by the individual. "Primary consideration" means that the Superior Housing Authority will honor the choice, unless it can show that another equally effective means of communication is available; or, that use of the means chosen would result in a fundamental alteration in the nature of its service, program, or activity or in an undue financial and administrative burden.

Date of Request: _____

Person Making Request: _____

Person Needing Auxiliary Aid: _____

Address: _____

Site: _____

Form of Request: In Writing Verbal

Nature of Request: _____

Action taken to fulfill request: _____

SHA Official: _____

All Back-up given to 504 Coordinator YES NO

& removed from file:

Keep copy of this summary resident/applicant file. All other back up goes to 504 Coordinator.