

How to Request a Reasonable Accommodation

at the

Hawaii Department of Human Services under the

Americans With Disabilities Act (ADA) , as amended

1. Employee or Applicant for employment or services:
 - a. Completes, signs and dates DHS Form RA-1 (DATED 03/08)
 - b. Describes what is needed and why
 - c. Describes limitations which make the request necessary
 - d. Describes how request relates to current position
2. Immediate supervisor **recommends** approval or disapproval, estimates cost, signs and dates RA-1. Explains reason denied, if not recommended for approval (i.e. undue hardship and/or business necessity).
3. Division Administrator or Staff Officer **reviews** signs, dates and reserves funds if approval is recommended. If approval is not recommended, reason denied must be given (i.e. undue hardship and/or business necessity).
4. Departmental Personnel Officer **approves or disapproves**, signs and dates.
5. Individual requesting reasonable accommodation has 10 (ten) business days from date signed by Personnel Officer to provide additional information if request is disapproved.
6. When request is approved, completed, signed RA-1 is returned to immediate supervisor/case worker for purchase from divisional/program/office funds.
7. Immediate supervisor notifies Civil Rights Compliance Office via e-mail gwatts@dhs.hawaii.gov when accommodation is completed/purchased.

Note: Available at <http://www.hawaii.gov/dhs> in the Civil Rights Corner are:

DHS Form RA-1 (dated 03/08)
Summary of key changes in ADA effective January 1, 2009
Slides expanding on the ADA Amendments Act of 2008
Slides on Reasonable Accommodation “Implementing the ADAAA”
Civil Rights Awareness Overview (Administrative Procedures)