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**ADA Reasonable Modification Request Form**

Requests for modifications to the policies, practices, or procedures of FAYCO Enterprises, Inc. transportation in order to accommodate an individual with a disability should be made in advance. A reasonable modification related to the ADA Paratransit is ***a change or exception to a policy, practice, or procedure that allows people with disabilities to have equal access to transportation***. Fill out this form with details about your modification request and how it relates to your disability.

Modification Request By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Modification for (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the modification request for ADA demand response transportation including why the modification is necessary:

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Signature of ADA Passenger or Guardian Date

**Once completed, please mail or email this form to:**

FAYCO Enterprises, Inc.

P.O. Box 277

1313 Sunset Drive

Vandalia, IL 62471

Email: Sherry Hicks, Director of Finance & Support at sherryh@fayco.org

To request a modification by phone, please call the following number: (618) 283-0638

Requests for reasonable modifications may be denied on the following grounds:

1. It is a fundamental alteration to the nature of the program, service, or activity,

2. It is a direct threat to the health or safety of others,

3. The modification creates an undue financial / administrative burden.

4. The modification is not imperative to the individual’s use of the services.

FAYCO Enterprises, Inc. will strive to acknowledge and approve or deny requests within three (3) business days of receipt. All riders who are denied a request have the ability to appeal. For a copy of our Appeals Form and the complete Reasonable Modification Policy, please contact Sherry Hicks, Director of Finance & Support at 618-283-0638.

**All information is kept confidential. All materials are available in accessible format and in languages other than English upon request.**