

NOTICE

Reasonable Accommodations for Individuals with Disabilities

The Township of Spring Fire Rescue Service is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from our programs, activities, and services.

Individuals may request reasonable accommodations from the Township of Spring Fire Rescue Service that they believe will enable them to have such equal opportunity to participate in our programs, activities, and services. To request reasonable accommodations, contact the Fire Chief at 610-898-1452 or chackman@springtwpberks.org.

FREQUENTLY ASKED QUESTIONS (FAQs)

The following FAQ provides information on requesting reasonable accommodations in Township of Spring Fire Rescue Service's programs and activities.

1. What is a reasonable accommodation in Township of Spring Fire Rescue Service's program?

- A reasonable accommodation is a change or modification to afford a qualified individual with a disability full enjoyment of Township of Spring Fire Rescue Service'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 the Township of Spring Fire Rescue Service.

2. How do I request a reasonable accommodation?

- If you need a reasonable accommodation, please contact the Fire Chief at:
 - 610-898-1452, or
 - chackman@springtwpberks.org, or
 - the station at 2301 Monroe Ave., Reading, PA 19608.

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 the Township of Spring Fire Rescue Service 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 the Township of Spring Fire Rescue Service at any time. However, making the request in advance of a meeting, conference call, or visit will help ensure that the Township of Spring Fire Rescue Service is able to fulfill the request for an accommodation. For certain requests, such as requests for sign language interpretation, the Township of Spring Fire Rescue Service requests at least two weeks 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 the Township of Spring Fire Rescue Service staff or participate in its programs or activities.

6. What will the Township of Spring Fire Rescue Service do upon receiving my request for a reasonable accommodation?

- The Township of Spring Fire Rescue Service may contact you to obtain more information about your request and to better understand your needs. In addition, the Township of Spring Fire Rescue Service 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 the Township of Spring Fire Rescue Service's program or impose undue financial or administrative burdens on the Township of Spring Fire Rescue Service.

In addition, in some cases, the Township of Spring Fire Rescue Service may consult with you in an interactive process to determine on a case-by-case basis what accommodations can be made. If the Township of Spring Fire Rescue Service determines that your requested accommodation would fundamentally alter the nature of the program or impose an undue financial or administrative burden, the Township of Spring Fire Rescue Service may deny your request. However, in the unlikely event that this occurs, the Township of Spring Fire Rescue Service will work with you to identify an alternative accommodation that allows you to effectively participate in Township of Spring Fire Rescue Service programs, activities, or services.

7. May Township of Spring Fire Rescue Service request medical documentation from you after receiving your request for a reasonable accommodation?

- No, Township of Spring Fire Rescue Service may not request medical documentation after receiving your request for a reasonable accommodation. The Township of Spring Fire Rescue Service'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 Township of Spring Fire Rescue Service charge you the cost of providing the reasonable accommodation?

- No, you are not responsible for the cost of an auxiliary aid or service the Township of Spring Fire Rescue Service provides to you.

9. What are some examples of reasonable accommodations?

- There are many types of reasonable accommodations. Some examples of how Township of Spring Fire Rescue Service provides reasonable accommodations include:
 - Arranging for qualified sign language interpreters
 - Producing alternate formats of print materials in braille, large print, all languages on the "I Speak ..." Point to Your Language Card", or in an electronic format
 - Providing remote conference captioning services
 - Furnishing a temporary ramp to access areas with one or more stairs to ensure accessibility for individuals who have physical disabilities and may be using a wheelchair or walker.