



## **Notice and Frequently Asked Questions (FAQ) about Reasonable Accommodations for Individuals with Disabilities**

The Charter Township of Shelby (Shelby Township) is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from Shelby Township's programs, activities, and services.

Individuals may request reasonable accommodations from Shelby Township that they believe will enable them to have such equal opportunity to participate in our programs, activities, and services.

To request reasonable accommodations, contact  
Shelby Township Clerk's Office  
52700 Van Dyke Avenue  
Shelby Township, MI 48316  
586-731-5102  
[Clerk@shelbytwp.org](mailto:Clerk@shelbytwp.org)

### **FREQUENTLY ASKED QUESTIONS (FAQ)**

The following FAQ provides information on requesting reasonable accommodations in Shelby Township's programs and activities.

#### **1. What is a reasonable accommodation in Shelby Township's program?**

A reasonable accommodation is a change or modification to afford a qualified individual with a disability full enjoyment of Shelby Township'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 Shelby Township

#### **2. How do I request a reasonable accommodation?**

If you need a reasonable accommodation, please contact  
Shelby Township Clerk's Office  
52700 Van Dyke Avenue  
Shelby Township, MI 48316  
586-731-5102  
[Clerk@shelbytwp.org](mailto:Clerk@shelbytwp.org)

#### **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 Shelby Township provides the desired accommodation. In addition, you do not need to use the specific words "reasonable accommodations" when making your request.



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### **4. When should I request a reasonable accommodation?**

You may request a reasonable accommodation from Shelby Township at any time. However, making the request in advance of a meeting, conference call, or visit will help ensure that Shelby Township is able to fulfill the request for an accommodation. For certain requests, such as requests for sign language interpretation, Shelby Township 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 Shelby Township staff or participate in its programs or activities.

### **6. What will Shelby Township do upon receiving my request for a reasonable accommodation?**

Shelby Township may contact you to obtain more information about your request and to better understand your needs. In addition, Shelby Township 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 Shelby Township's program or impose undue financial or administrative burdens on Shelby Township

In addition, in some cases, Shelby Township may consult with you in an interactive process to determine on a case-by-case basis what accommodations can be made.

If Shelby Township determines that your requested accommodation would fundamentally alter the nature of the program or impose an undue financial or administrative burden, Shelby Township may deny your request. However, in the unlikely event that this occurs, Shelby Township will work with you to identify alternative accommodation that allows you to effectively participate in Shelby Township's program, activity, or service.

### **7. May Shelby Township request medical documentation from you after receiving your request for a reasonable accommodation?**



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No, Shelby Township may not request medical documentation after receiving your request for a reasonable accommodation. Shelby Township'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 Shelby Township charge you the cost of providing the reasonable accommodation?**

No, you are not responsible for the cost of an auxiliary aid or service Shelby Township provides to you.

### **9. What are some examples of reasonable accommodations?**

There are many types of reasonable accommodations. Some examples of how Shelby Township provides reasonable accommodations include:

- Arranging for qualified sign language interpreters
- Providing on-site captioning
- Producing alternate formats of print materials in braille, large print, or in an electronic format
- Providing remote conference captioning services
- Furnishing a temporary ramp to access the dais or other areas with one or more stairs to ensure accessibility for individuals who have physical disabilities and may be using a wheelchair or walker.