

EXHIBIT A

Reasonable Accommodation Policy and Request Form

Regency of Boro Park is committed to providing equal housing opportunity. As part of this commitment, we may modify our rules, policies, practices, and services to meet the needs of individuals with disabilities upon request. We will do so if the accommodation requested is reasonable and necessary to allow you to fully use and enjoy residing in our community, and is consistent with the licensing and regulatory requirements including, but not limited to, the New York State Statutes and New York State Department of Health regulations that apply to our facility.

We will bear any incidental costs of providing a reasonable accommodation.

Procedure for Making Request

Requests for reasonable accommodation may be submitted in writing. A request need not be submitted in writing to be considered by us. However, if you need a reasonable accommodation due to a disability, we encourage you to submit the attached form.

If you are making a reasonable accommodation request to us, fully describe the required accommodation on the Reasonable Accommodation Request form. Please include any additional information that you believe would be useful in assisting us to evaluate the request.

Verification and Documentation

If your disability or disability-related need is not obvious, we may request that you provide verification that you have a disability-related need for the requested accommodation.

Providing Disability-Related Accommodations

We will discuss your request for a reasonable accommodation with you. If the accommodation is approved, we will provide a letter explaining how and when the accommodation can be provided.

If a specific accommodation cannot be made because it is an undue financial or

administrative burden, because it would be a fundamental alteration of the services provided by us, or because it is inconsistent with the licensing or regulatory requirements applicable to the facility, then we will discuss alternative accommodations that may address your disability-related need. If no alternative meets your disability-related the needs, or if you and Regency of Boro Park cannot agree on a reasonable alternative, we will notify you of the denial in writing in a reasonable amount of time.

Reasonable Accommodation Request

Name: _____

Address: _____

Phone: _____

I am requesting a reasonable accommodation on behalf of: _____

(Name of Person with Disability)

Please describe the reasonable accommodation you are requesting and the disability-related reason for your request:

Date: _____ Signature: _____

This form, along with any additional information, should be submitted to:

If you have any questions, please contact _____ at _____

For Office Use Only

[] Approved Reason: _____

[] Denied _____
