Disability Compliance Office
412 Boulevard of the Allies, 6th Floor
Pittsburgh, PA 15219
Telephone: 412.456.5282
TTY 412.201.5384
Facsimile: 412.471.0964
ra@hacp.org

June 13, 2023

To Whom It May Concern:

We acknowledge your intent to request a Reasonable Accommodation today. To process your request, we need third-party verification of your disability-related need. Please know, that HACP never inquires into the nature or extent of your disability. The HACP does need verification that your request is related to your disability and removes a barrier you face to housing.

Today, we are mailing you the Request for Reasonable Accommodation Form. Once we receive the completed verification form back from your Third Party Professional , we will review your request. **Please return the third-party verification of your disability-related need within 15 days from the date of this letter.**

If you have any questions, you may contact the Disability Compliance Office at 412-456-5282 ext 2.

Sincerely,

Housing Authority of the City of Pittsburgh
Disability Compliance Office

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REQUEST FOR A REASONABLE ACCOMMODATION VERIFICATION FORM HOUSING CHOICE VOUCHER (HCV) Program

Instructions (please review carefully)

(1) The individual or family member should check off the boxes and fill out the blanks as appropriate regarding their request(s).

(2) The third party professional (such as a doctor/nurse, social worker, or service agency counselor) initials the corresponding selection, if the checked item in the professional's opinion, is needed due to the individual's or family member's disability. Attach supplemental information if necessary for any requests. Do not include any information about the nature or extent of the person's disability**. DO NOT SEND MEDICAL RECORDS.**

(3) The third party professional "MUST" complete and sign the form as directed.

(4) All requests with complete verification documents will be responded to within 30 days of receipt of the completed documents. If the request is denied information will be provided on the right to grieve the denial.

(5) Please note: this form should be returned within 15 days from the date the requester received it.

Please Complete Release of Information:

Applicant/Voucher Holder/Participant _____ Date of Birth: _____
(Print the name of the person with the disability)

Applicant/Voucher Holder/Participant Head of Household _____

I currently reside at _____.
(Print patient's full address:) street apt. no. city state zip code

My phone # _____ Email Address_____

By signing this release, I authorize _____
(Name of Third Party Professional, i.e. nurse, social worker, doctor)
to release information to the HACP to verify my disability and the need for an accommodation.

Applicant/Participant/Guardian/POA (sign name) _____ **Date:** _____

**If this is for a child with disabilities please print Guardian's name* _____
and Guardian should sign above.

Revised Date: 6/2023

NAME OF APPLICANT/PARTICIPANT _____

SPECIAL ACCOMMODATIONS NEEDED:

❑ Extra time to locate a unit due to disability related reasons. (***Please explain why additional time to find a unit is needed due to the person's disability.***) **Professional Initial Here:** _____

_____

_____

❑ Disability-related utility allowance **Professional Initial Here:** _____
(for medical equipment that uses extra electricity)

Specify equipment_____

❑ Separate bedroom for disability related equipment **Professional Initial Here:** _____

Specify equipment_____

❑ Special accommodations for visual impairments (**i.e., Large Print**) **Professional Initial Here:** _____

_____

❑ Special communication needs for the deaf/hard of hearing. **Professional Initial Here:** _____

- Sign Language Interpreter
- Other_____

❑ Other (explain). **Professional Initial Here:** _____

_____

_____

_____

❑ **EXTRA BEDROOM FOR A LIVE-IN AIDE:** This individual requires LIVE-IN assistance related to disability not just visiting help. This is not verification for aides who come & go such as a caregiver that works specific shifts during the day or night on a regular basis. A live-in aide must meet this HUD definition: A live-in aide is a person who resides with one or more persons with disabilities and who: (1) Is determined to be essential to the care and well-being of the person(s); (2) Is not obligated for the support of the person(s); and (3) Would not be living in the unit except to provide the necessary supportive services.
Please describe the duties of your aide below. **Professional Initial Here:** _____

_____

_____

_____

FOR PROFESSIONAL TO COMPLETE

In my professional opinion, the above individual a) has a disability as defined below which creates a barrier to access HACP housing/housing assistance and related programs and services, and b) the requested special features, modifications, and/or change(s) to HACP policy(s) listed above are required to address those barriers in order to allow the above individual full access to HACP housing and related programs and services. ***The Fair Housing Act defines a person with a disability as (1) individuals with a physical or mental impairment that substantially limits one or more major life activities; (2) individuals who are regarded as having such an impairment; and (3) individuals with record of such an impairment.***

Name (print):_____

Title:_____

Organization Name and Address:_____

Phone:_____ Fax:_____ Email: _____

Person to contact with questions about form:_____

I certify that the information I am providing is accurate and true to the best of my knowledge based on my professional training and experience.

Signature of Professional:_____Date:_____

The certifying professional should return this form to:

DISABILITY COMPLIANCE OFFICE

Fax Number: 412.471.0964 or Email: ra@hacp.org

Note: It is important that all 4 pages need to be completed and returned

within 15 days from the date the requester received them.