



**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

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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, you were provided a 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



REQUEST FOR A REASONABLE ACCOMMODATION
VERIFICATION FORM
Low Income Public Housing (LIPH) Program

Instructions (please review carefully)

- (1) The individual or family member should check off the box(es) and fill out the blanks as appropriate regarding their request(s). The Head of Household should be listed.
- (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/Resident _____ Date of Birth: _____
(Print the name of the person with the disability)

Applicant/Resident 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.*



NAME OF APPLICANT/RESIDENT _____

SPECIAL APARTMENT TYPE NEEDED:

- Apartment with zero or limited number of steps at entry and/or steps in the unit (complete below)
 - Maximum number of steps at entry _____ Professional Initial Here: _____
 - Maximum number of steps in unit _____ Professional Initial Here: _____

SPECIAL FEATURES NEEDED IN APARTMENT:

- Fully wheelchair accessible apartment Professional Initial Here: _____

See Below: Please select which of these currently applies to you:

Walker/Rollator Other: _____ Wheelchair/Scooter user

Does not use any assistive devices

- Roll-in shower or a Tub with a transfer bench (at the discretion of HACP) Professional Initial Here: _____
 - Audio/Visual features needed (describe needs below) (for the deaf/hard of hearing/visually impaired) Professional Initial Here: _____
- _____
- _____

BATHING NEEDS FOR A STANDARD UNIT:

- Tub-cut Professional Initial Here: _____
 - Walk-in shower Professional Initial Here: _____
 - Raised toilet or higher toilet seat. Professional Initial Here: _____
 - Grab bar(s) at toilet area. Professional Initial Here: _____
 - Grab bar(s) in bathtub. Professional Initial Here: _____
 - Hand-held shower. Professional Initial Here: _____
 - Other (please specify other needs/if applicable) Professional Initial Here: _____
- _____
- _____
- _____



NAME OF APPLICANT/RESIDENT _____

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:** _____

PROGRAMMATIC ACCOMMODATIONS NEEDED:

Utility allowance (for medical equipment that uses extra electricity) **Professional Initial Here:** _____

o Specify equipment _____

Assistance Animal: (Specify the role and type of the animal.) **Professional Initial Here:** _____

Extra bedroom for medical equipment (**Specify equipment**) **Professional Initial Here:** _____

Special accommodations for visual impairments/Written material in alternate formats (please specify format example: Large Print). **Professional Initial Here:** _____

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

o Sign Language Interpreter

o Other _____

Allow unescorted visitors/aides after 10pm (**High Rises Only**) **Professional Initial Here:** _____

Please explain why resident cannot greet visitors/aides and why they are needed:

Other: **Professional Initial Here:** _____



NAME OF APPLICANT/RESIDENT _____

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.

