



**Board of Lucas County Commissioners
Americans with Disabilities Act as Amended
Procedure for Request for Program Modification / Effective Communication &
Auxiliary Aids**

The Board of Lucas County Commissioners has the obligation to ensure that people with disabilities cannot be excluded from their programs, activities, or services offered because of inaccessibility. The Board of County Commissioners also has the obligation to ensure effective communication with people with disabilities. However, they are not required to take action that would fundamentally alter their programs and services or create undue financial and administrative burden.

According to the Title II regulations, the head of a public entity (or its designee) must decide that an action would be an undue burden or fundamental alteration, and make that decision only after considering all resources available for funding and operating the service. The decision must be explained in a written statement from the County Administrator that outlines the reasons for reaching that conclusion. Should the program modification or request for auxiliary aid be denied, a copy of Lucas County's grievance procedure will be sent along with the explanation of denial.

Should an individual have a need to request a program modification or an auxiliary aid, that individual should contact the department or agency that would provide the service needed. The individual should let the department / agency know specifically what type of modification or auxiliary aid they are requesting. A minimum of 72 hours' notice is required. Lucas County will make every effort to provide auxiliary aids or program modifications requested with less notice. However, depending on the nature of the request and individual program circumstances, we may not be able to provide the necessary auxiliary aid or program modification if a request is received less than 72 hours prior to the beginning of the program.

Should the agency have the ability to handle the request on its own, it may do so, however, a "Request for Program Modification / Effective Communications & Auxiliary Aids" form must be completed and sent to the Board of Lucas County Commissioners' ADA Coordinator. This form will be kept on file for a period of three (3) years within the Lucas County Commissioners Office. If the agency is unable to accommodate a request, the designee should contact the ADA Coordinator for a recommendation before the request for accommodation is denied. Assistance is available from the ADA Coordinator to help in determining the program modification or auxiliary service needed.

The program modification and/or effective communication accommodation must be "appropriate" for the person with a disability and situation. It is required of public entities to give people with disabilities an opportunity to make such a request. As a practical matter, the request should be honored, unless the public entity can show that another effective method exists or providing the desired aid would be an undue burden.



**Board of Lucas County Commissioners
Americans with Disabilities Act as Amended
Request for Program Modification / Effective Communication & Auxiliary Aids**

Date: _____

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

If agency is providing support for request, list agency including name and contact information of representative:

Program modification requested (If any): _____

Type of effective communication and auxiliary aids and services requested (If any):

Please submit this form to the respective county department requesting program modification or effective communication or to Leigh Utley, Diversity, Equity & Inclusion Program Specialist, Board of Lucas County Commissioners, One Government Center, Suite 800, Toledo, Ohio 43604; 419-213-4531; lutley@co.lucas.oh.us.

Internal Use for ADA Coordinator Only:

If a program modification was requested and provided, please provide an explanation:

If an auxiliary aid was requested and provided, please state the auxiliary service that was utilized:

If the request for program modification / auxiliary aid was not able to be accommodated, please note the reason:
