

# Reasonable Accommodation Information



A reasonable accommodation is a change, exception, or adjustment to a housing program, service, or dwelling unit that allows a qualified person with a disability to:

- participate fully in AHFC housing programs;
- take advantage of services offered by AHFC; or
- live in a dwelling unit.

## A. Right to Reasonable Accommodation

You may request a reasonable accommodation any time you find it necessary. **To show that a reasonable accommodation is necessary, the person requesting the accommodation must demonstrate that there is a relationship between the requested accommodation and the individual's disability.**

To best serve you, AHFC has attached forms to help you make a written request. If you are unable to complete the form and wish to make your request orally, or need assistance with a written request, please contact your local AHFC office for assistance.

## B. Accommodations AHFC Cannot Make

### B.1. Modifications that Result in an Undue Financial or Administrative Burden.

AHFC cannot provide an accommodation if it results in a fundamental alteration in the way AHFC administers its housing programs. For example:

- an action that substantially modifies or eliminates an essential lease provision;
- an action that requires AHFC to provide a supportive service not otherwise offered to other tenants or program participants;
- an action that requires AHFC to offer housing that is fundamentally different in nature than that offered to other tenants; or
- an action that would result in an undue financial or administrative burden.

### B.2. Alterations or Modifications to a Private Rental Unit or Landlord Practice.

Applicants or participants in the Housing Choice Voucher program who require a physical alteration to a privately owned rental unit must direct their request to the landlord. The Fair Housing Law applies to all housing; however, in privately leased housing, the cost of any physical modification to the unit is typically the tenant's responsibility.

## C. Accommodations AHFC Can Make for Any Program

**C.1. A Modification in the Way AHFC Communicates with a Client.** This might include assistance with filling out forms, documents in a larger print size, or access to a translator for people with limited English proficiency.

**C.2. Additional Bedroom.** AHFC can consider a request for an exception to the "subsidy or occupancy standard" used to determine rental assistance. Families may request an additional bedroom to:

- house a necessary live-in aide;
- have large-size, durable medical apparatus directly related to a disability;
- accommodate the disability of a family member.

**C.3. Increase in Utility Allowance.** Families may request an increase in the utility allowance, if necessary to enable a family to



select a unit that accommodates a permanent disability.

**C.4. Medical Expense Deduction.** For those families subject to Moving to Work rules, families may request that AHFC consider those medical or disability expenses paid out-of-pocket by families as part of the annual income determination. Medical or disability expenses must not be reimbursed and must exceed three (3) percent of gross annual income.

**Please do not send AHFC any personal or confidential information describing a medical or health condition.**

**C.5. An AHFC Notice.** Families that have received an adverse AHFC notice with a cause that is related to a family member's disability may request a reasonable accommodation. Notice types include rejection of a housing assistance application, a lease violation, a notice to quit, or a termination notice.

#### **D. Accommodations AHFC Can Make in AHFC-Owned Rental Housing**

The following list contains some of the most common types of requests made by applicants or tenants residing in AHFC rental units.

**D.1. An Accessible Unit or Modification to a Unit.** A request for special features in a rental unit such as a wheelchair accessible unit or a sight or sound accessible unit.

AHFC can make a repair or modification to an apartment, common area, or building grounds provided such alterations do not impose a structural change or an undue financial or administrative burden on AHFC.

**D.2. Service Animal.** A request to house a service or companion animal.

#### **E. Accommodations AHFC Can Make under the Housing Choice Voucher or Special Purpose Voucher Programs**

The following list contains some of the most common types of requests made by applicants or participants in the Housing Choice Voucher or special purpose voucher programs.

**E.1. Additional Shopping Time.** Families may request additional shopping time, if necessary to enable a family to select a unit.

**E.2. Increase in Payment Standard.** Families may request an increase in the payment standard, if necessary to enable a family to select a unit that accommodates a permanent disability.

#### **F. Contact Information**

AHFC will respond to requests for a reasonable accommodation within ten (10) business days. Under the Fair Housing Law, AHFC has the right to negotiate alternative means to address a request for reasonable accommodation. AHFC will contact the requestor if additional information is needed.

If you need additional information, or wish to discuss the outcome of a request for a reasonable accommodation, please contact the Public Housing Division 504/ADA Coordinator at 907-338-6100 or 1-800-478-2432.

If you believe you are the victim of unlawful discrimination due to age, race, color, sex, religion, national or ethnic origin, familial status, disability, sexual orientation, gender identity, or marital status, please contact:

U.S. Department of Housing & Urban  
Development  
Office of Fair Housing & Equal  
Opportunity  
Anchorage – (907) 677-9800  
Toll Free – (800) 877-0246