



REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES POLICY

The Town of Secaucus is committed to providing individuals with disabilities an *equal opportunity* to participate in and benefit from the Town of Secaucus' programs, activities, and services. Individuals may request *reasonable accommodations* from the Town of Secaucus that they believe will enable them to have such equal opportunity to participate in our programs, activities, and services. To request reasonable accommodations, contact:

Gary M. Jeffas, Esq.
Town Administrator, Town of Secaucus
1203 Paterson Plank Road
Secaucus, New Jersey 07094
gjeffas@secaucus.net

or

Julia Peschetti, Esq.
Town Attorney, Town of Secaucus
1203 Paterson Plank Road
Secaucus, New Jersey 07094
jpeschetti@secaucus.net

If information is needed in another language, please contact (201) 330-2000.



REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES PROCEDURE

A reasonable accommodation is a change or modification to afford a qualified individual with a disability full enjoyment of the Town of Secaucus' programs or activities, unless modifications of policies, practices, and procedures would fundamentally alter the nature of the program, service, or activity, or result in undue financial and administrative burdens to the Town of Secaucus. If you need a reasonable accommodation, please contact:

Gary M. Jeffas, Esq.
Town Administrator, Town of Secaucus
1203 Paterson Plank Road
Secaucus, New Jersey 07094
gjeffas@secaucus.net

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Julia Peschetti, Esq.
Town Attorney, Town of Secaucus
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The request is not required to be in writing, but it is recommended to ensure that the Town of Secaucus provides the desired accommodation. The request for a reasonable accommodation may be made at any time and be made by someone on behalf of an individual with a disability. However, making the request in advance of a meeting, conference call, or visit will help ensure that the Town is able to fulfill the request for an accommodation. For certain requests, such as requests for sign language interpretation, the Town requests at least two week's advance notice.

Once the Town receives the request for a reasonable accommodation, the Town may contact you to obtain more information about your request and to better understand your needs. In addition, the Town may review your request to determine:

- Whether the requested accommodation will be effective in allowing you to participate in the activity or program in which you are seeking participation;
- Whether the requested accommodation is reasonable, or an equally effective alternative to the requested accommodation is available; and
- Whether providing you with the requested accommodation would fundamentally alter the nature of the Town's program or impose undue financial or administrative burdens on the Town.

In addition, in some cases, the Town may consult with you in an interactive process to determine on a case-by-case basis what accommodations can be made. If the Town determines that your requested accommodation would fundamentally alter the nature of the program or impose an undue financial or administrative burden, the Town may deny your request. However, in the unlikely event that this occurs, the Town will work with you to identify an alternative accommodation that allows you to effectively participate in the Town's program, activity, or service.