

**Title:** Reasonable Modification Policy

**Impact:** Catch-A-Ride (CAR)

**Effective Date:** August 2020

**Purpose:** The purpose of the reasonable modification policy is to ensure that *Catch-A-Ride* offers equal and effective opportunities and access to public transportation services for persons with disabilities and full compliance with the provisions of the Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Please refer to the Americans with Disabilities Act & Complaints Policy for additional information.

**References used:** Title 49 Part 37.169, Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

**References reviewed (subject was not addressed):** N/A

**Policy:**

*Catch-A-Ride* is committed to providing equal access and opportunity to qualified individuals with disabilities in all programs, services, and activities. *Catch-A-Ride* recognizes that in order to have equally effective opportunities and benefits, individuals with disabilities may need reasonable modifications to policies and procedures. *Catch-A-Ride* will adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable modifications, as necessary, to afford equal access to programs for persons with disabilities. *Catch-A-Ride* does not discriminate on the basis of disability in admission to, participation in, or receipt of services and benefits under any transit program or activity. *Catch-A-Ride* will take appropriate steps to ensure that persons with disabilities have an equal opportunity to participate.

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of *Catch-A-Ride*, or be subject to discrimination by *Catch-A-Ride*.

**1. Reasonable Modifications**

A reasonable modification is a change or exception to a policy, practice, or procedure that allows disabled individuals to have equal access to programs, services, and activities. *Catch-A-Ride* will make reasonable modifications to policies, practices, and procedures when necessary to ensure access to transit services for qualified individuals with disabilities, unless:

- Making the accommodation would fundamentally alter the nature of the public transportation service.
- Making the accommodation would create a direct threat to the health or safety of others.
- The individual with a disability is able to fully use *Catch-A-Ride*'s service without the accommodation being made.
- Granting the request would cause an undue financial and administrative burden.

For the purposes of this section, the term reasonable accommodation shall be interpreted in a manner consistent with the term “reasonable modifications” as set forth in the Americans with Disabilities Act Title II regulations at 28 CFR 35.130(b)(7), and not as it is defined or interpreted for the purposes of employment discrimination under Title I of the ADA (42 U.S.C. 12111–12112) and its implementing regulations at 29 CFR part 1630.

## **2. Eligibility Criteria**

An individual is eligible to be considered to receive a reasonable modification if that individual has: a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such impairment; or been regarded as having such impairment.

### **Procedure:**

#### **1. Requests for Reasonable Modifications**

*Catch-A-Ride* shall make information about how to contact *Catch-A-Ride* to make requests for reasonable modifications readily available to the public through its website and brochure, utilizing the following statement,

“Individuals needing a service accommodation or modification must notify *Catch-A-Ride* of the request when making a reservation. For more information regarding the reasonable modification policy or how to file an ADA Reasonable Modification complaint, please contact Michelle Guidice, *Catch-A-Ride* Director at (800) 330-7603. Attempts will be made to honor all reasonable modification requests.”

*Catch-A-Ride* shall follow these procedures in taking requests:

- a. Individuals requesting modifications shall describe what they need in order to use the service.
- b. Individuals requesting modifications are not required to use the term “reasonable modification” when making a request. Personnel at *Catch-A-Ride* will determine if the request represents a reasonable modification and proceed in accommodating the request accordingly.
- c. Whenever feasible, *Catch-A-Ride* requests that individuals make such requests for modifications before *Catch-A-Ride* is expected to provide the modified service.
- d. Where a request for modification cannot practicably be made and determined in advance (e.g., because of a condition or barrier at the destination of a paratransit, demand response, or fixed route trip of which the individual with a disability was unaware until arriving), operating personnel shall make a determination of whether the modification should be provided at the time of the request. Operating personnel may consult with *Catch-A-Ride*’s management before making a determination to grant or deny the request.

Requests for modification may be made either orally or in writing. A **Reasonable Modification Request Form** will be made available on the website. The reasonable accommodation process begins as soon as the request for accommodation is made.

The request can be submitted in any written format. Alternative means of filing a request, such as personal interviews, phone calls, or taped requests, will be made available for persons with disabilities if unable to communicate their request in writing or upon request.

## **2. Interactive Process**

When a request for accommodation is made, *Catch-A-Ride* and the individual requesting an accommodation must engage in a good faith interactive process to determine what, if any, accommodation shall be provided. The individual and *Catch-A-Ride* must communicate with each other about the request, the process for determining whether an accommodation will be provided, and the potential accommodations. Communication is a priority throughout the entire process.

## **3. Time Frame for Processing Requests and Providing Reasonable Modification**

*Catch-A-Ride* will process requests for reasonable accommodation and then provide accommodations, where appropriate, in as short a time frame as reasonably possible. *Catch-A-Ride* recognizes, however, that the time necessary to process a request will depend on the nature of the accommodation(s) requested and whether it is necessary to obtain supporting information.

## **4. Granting a Reasonable Modification Request**

As soon as *Catch-A-Ride* determines that a reasonable accommodation will be provided, that decision shall be immediately communicated to the individual. This notice must be in writing in order to maintain the required information for reporting purposes. Upon request, alternative means of response will be provided.

In choosing among alternatives for meeting nondiscrimination and accessibility requirements with respect to new, altered, or existing facilities, or designated or specified transportation services, *Catch-A-Ride* shall give priority to those methods that offer services, programs, and activities to qualified individuals with disabilities in the most integrated setting appropriate to the needs of individuals with disabilities.

## **5. Denying a Reasonable Modification Request**

As soon as *Catch-A-Ride* determines that a request for reasonable accommodation will be denied, *Catch-A-Ride* will communicate the basis for the decision in writing to the individual requesting the modification. The explanation for the denial will clearly state:

- a. the specific reasons for the denial;

- b. any alternative accommodation that may create the same access to transit services as requested by the individual; and
- c. the opportunity to file a complaint relative to *Catch-A-Ride's* decision on the request.

## 6. Complaint Process

*Catch-A-Ride* has a process for investigating and tracking complaints from qualified individuals. These procedures shall be posted on the *Catch-A-Ride's* website and will be provided to any individual where *Catch-A-Ride* has denied a request for accommodation. The process and any forms necessary to file a complaint are readily available from the website. Alternative means of filing complaints, such as personal interviews, phone calls, or taped requests, will be made available for persons with disabilities if unable to communicate their request in writing or upon request.

Any person who believes they have been discriminated against in obtaining a reasonable modification may file a complaint by completing and submitting *Catch-A-Ride's* **Reasonable Modification Complaint Form**. *Catch-A-Ride* investigates complaints received no more than 30 days after receipt and notifies INDOT of any such complaints. *Catch-A-Ride* will process complaints that are complete. Once the complaint is received, the complainant will receive an acknowledgement of receipt. If more information is needed to resolve the complaint, *Catch-A-Ride* may contact the complainant. The complainant has 30 business days from the date of the letter to send requested information to *Catch-A-Ride*.

If *Catch-A-Ride* is not contacted by the complainant or does not receive the additional information within 30 business days, *Catch-A-Ride* may administratively close the complaint. In addition, a complaint may be administratively closed if the complainant no longer wishes to pursue their case.

After *Catch-A-Ride* investigates the complaint, a decision will be rendered in writing to the complainant. *Catch-A-Ride* will issue either a Letter of Closure or Letter of Finding.

- a. *Letter of Finding* – This letter will summarize the complaint, any interviews conducted regarding the complaint, and explains what actions will be taken by *Catch-A-Ride* to address the complaint.
- b. *Letter of Closure* – This letter will explain why *Catch-A-Ride* has determined that the complaint does not merit accommodation under the Americans with Disabilities Act and that the complaint will be closed.

If the complainant disagrees with the decision of *Catch-A-Ride*, an opportunity to appeal the decision may be pursued provided the complainant files notice of appeal within 21 days of the initial decision of *Catch-A-Ride*.

In the event of appeal, the complainant will be granted all due process, including the ability to be present additional evidence, present the case in person during an appeal hearing, and to be represented by counsel.

## 7. Designated Employee

Catch-A-Ride shall designate one official within the organization responsible for processing reasonable modification requests and handling complaints. This individual is:

Michelle Guidice, *Catch-A-Ride* Director  
LifeTime Resources, Inc.  
10391 Benedict Drive  
Dillsboro, IN 47018  
(812) 432-6103  
[mguidice@lifetime-resources.org](mailto:mguidice@lifetime-resources.org)

## **8. Record Retention**

Catch-A-Ride will maintain all records related to reasonable modification requests and denials for at least three (3) years.

**Documents impacted by this Policy:** Reasonable Modification Policy (Spanish), Reasonable Modification Request Form (English & Spanish), Reasonable Modification Complaint Form (English & Spanish), Driver's Manual, LifeTime Resources Website, Americans with Disabilities Act & Complaints Policy

**Approved by:** Board of Directors

**Amended Date:** **October 2021**

**Responsible Position:** Catch-A-Ride Director