

DEPARTMENT OF COMMUNITY SERVICES
CITY AND COUNTY OF HONOLULU

SECTION 8 HOUSING ASSISTANCE PAYMENTS PROGRAM
842 BETHEL STREET, FIRST FLOOR HONOLULU, HAWAII 96813 PHONE: (808) 768-7096 FAX: (808) 768-7039
1000 ULU OHI'A #118 , KAPOLEI, HAWAII 96707 PHONE: (808) 768-3000 FAX: (808) 768-3237
INTERNET: <http://www.honolulu.gov/dcs/housing.htm>

NOTICE OF RIGHT TO REASONABLE ACCOMMODATION

If you have a disability and as a result of your disability you need:

A change in the rules or policies to give you an equal opportunity to take part in the Section 8 program, or

A change in the way we communicate with you or give you information, therefore you may ask for this kind of change, which is called a reasonable accommodation.

If you can show that you have a disability and if your request is reasonable (does not pose "undue financial or administrative burden"), we may grant your request.

We will respond to you within 15 working days from the date we receive your request unless there is a problem getting the information we need or unless you agree to a longer time. We will let you know if we need more information or verification from you or if we would like to talk to you about other ways to meet your needs.

If we turn down your request, we will explain the reasons, and you can give us more information if you think that will help. You can request for an informal meeting if you receive a disapproval letter.

If you need help filling out a REASONABLE ACCOMMODATION form or if you want to give us your request in some other way, we can help you.

You can get a Request for Reasonable Accommodation form from an examiner of our housing agency.

NOTE: All information you provide will be kept confidential and will be used only to help you have an equal opportunity to participate in the Section 8 program.