

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'OHIA #118 □, KAPOLEI, HAWAII 96707 □PHONE: (808) 768-3000 □ FAX: (808) 768-3237
INTERNET: 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,

you may ask for this type of change by requesting 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 will try to grant your request.

We will give you an answer within 15 working days from the date we receive your request unless there is a problem getting the information we need. We will let you know if we need more information from you or verification from a medical professional. We may also suggest 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.

Please let us know if you need help filling out the REASONABLE ACCOMMODATION forms or if you would like to give us your request in some other way.

You can get a Request for Reasonable Accommodation form from an examiner within 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.