



Dear Applicant:

As part of the City's commitment to the Americans with Disabilities Act (ADA), the Department of Leisure and Library Services is providing the attached *Request for Accommodation* form, this form provides the Department the information needed to ensure appropriate accommodations for public programs.

Successful accommodations require careful planning and coordination. Therefore, we request that the *Request for Accommodation* form be return to the Department at least two weeks prior to the start date of the program. Also, please be advised your request may require additional time to assess if the request requires specialized staff/training or equipment. It should be noted that Leisure and Library Services, regardless of efforts, may not be able to accommodate your needs.

A staff member in the Department of Leisure and Library Services will be in contact with you within the two weeks after applying for the accommodation.

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Laura Wilson  
Director  
Leisure and Library Services



CITY OF SIERRA VISTA  
DEPARTMENT OF LEISURE AND LIBRARY SERVICES

REQUEST FOR ACCOMMODATION  
INFORMATIONAL PACKET

Checklist

- Complete the Request for Accommodation form
- Attach support documentation from either a physician or school personnel

Return required documentation to the appropriate staff member

Teresa Penny - (520) 458-7922  
Therapeutic Program, Pottery Studio,  
Kid's W.O.R.L.D. Recreation  
Programs, Youth & Family Special  
Events

Laura Killberg, CPRP - (520) 439-2310  
Special Events, Cultural &  
Leisure Activities

Emily Scherrer - (520) 458-4225  
Library, Teen Programming, Leisure  
Classes, Aquatics

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Oscar Yrun Community Ctr  
3020 E. Tacoma St.

Ethel Berger Center  
2950 E. Tacoma St.

The Cove  
2900 MLK Jr. Parkway

The Library  
2600 E. Tacoma St.

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Mailing address for all programs:

City of Sierra Vista  
Leisure and Library Services  
3020 E. Tacoma St.  
Sierra Vista, AZ 85635

Staff will contact you within 2 weeks of receipt of information

If you have any questions, please call Teresa Penny at (520) 458-7922

## **COMMONLY ASKED QUESTIONS:**

### What is a reasonable ADA accommodation?

ADA accommodations are to help integrate the participant into the program—not change it—or provide an alternative activity/policy.

An accommodation can take many forms. In the City's case, staff examines each accommodation request on a case-by-case basis and may choose to, but is not limited to, changing program procedures, providing auxiliary aids, making accessibility modifications, providing additional staff and training, and/or technical assistance. Unfortunately, the City cannot provide accommodations for all requests.

ADA does not require entities to make allowances for inappropriate behaviors.

### What documentation should I provide?

The City requires a letter from a physician, medical professional, or a school system (that is, the individuals I.E.P., 504 plan). The letter is not required to state the disability; however, it is required to say that (1) there is a disability and (2) what types of accommodations needed in order to participate in the program.

### What if I am unsure about the most appropriate accommodation?

City staff from the programs are available to discuss any questions or concerns as they relate to the Request for Accommodation. Please contact us.

### What criteria is used in determining appropriate accommodations?

The City follows the ADA and uses ADA professionals for additional technical assistance. However, it is the information you provided in the required documentation that assists the staff when determining appropriate accommodations under the ADA.

Additionally, if the individual is in the Recreation and Therapeutic program, staff will monitor progress through participation in the program or activity, providing adjustments when the need arises.

### How often do I need to resubmit a Request for Accommodation?

Since accommodations may vary from activity-to-activity, a new Request for Accommodation form is required for each new program.

A new form is required at the beginning of the school year for yearlong programs, like the After School Program.

Please remember to submit the form at least two weeks prior to the beginning of the program.

What services are not provided under the ADA?

The ADA identifies areas that are exempt under the ADA and reasonable accommodations are not required. The ADA exemptions used by the City include the following:

- Department staff does not provide services of daily living that includes feeding, dressing, and toileting.
- The City has the right to remove or deny enrollment to individuals due to behavioral problems such as abusive language, hitting, kicking, or being non-responsive to verbal directions because such behaviors can jeopardize the health and safety of others.
- The Department staff will assist in dispensing MOST medications during program hours. In order to dispense medication, however, you must provide clear instructions and the medication must be in the original prescription bottle. Staff DOES NOT administer injections of any kind.

The ADA also exempts accommodations that can cause undue financial hardships.



# REQUEST FOR ACCOMMODATION

Department of Leisure and Library Services

The City of Sierra Vista strives to make all of its programs ADA compliant to individuals with disabilities. In order to better serve individuals who need accommodations, this form should be completed and return to the Department of Leisure and Library Services. Please give yourself and the City adequate time (two weeks) to ensure the program(s) can accommodate your needs.

Name: \_\_\_\_\_

Date of Birth (Month and Year) \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_

Father/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Check program in which the individual needs the ADA accommodation

Before and After School Program

Summer Recreation

Therapeutic Recreation

Aquatics

Sports

Leisure Classes

Senior Programs

Library

## REQUIRED DOCUMENTATION:

The City of Sierra Vista requires the following documentation:

**A letter from a physician, healthcare provider, or school district stating there is a disability and there is a need for accommodation. The letter should list all the needed accommodations in order to participate in the specific program.**

Please identify what specific accommodation(s) you are requesting in order to participate in the program. (Please tab between lines.)

1. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide any additional information about the participant and their disability, as it relates to the program, and the Department will use this information to assess and provide appropriate accommodations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I affirm I am requesting an accommodation and I am/representing a qualified individual with a disability covered under the ADA.
- I confirm that I have reviewed the Department's informational packet regarding this request.
- I understand should I fail to provide the required documentation, any ADA requests may be voided.

\_\_\_\_\_  
Applicant or parent/guardian signature Date

~~~~~ FOR OFFICE USE ONLY ~~~~~

Date Received: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Actions Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_