

Section F

Request for Review of a Reasonable Accommodation Determination

(This form shall not be modified by accommodating agencies)

After your agency has issued a final determination, to request review, submit this form and all available relevant documentation **WITHIN 30 CALENDAR DAYS** (of denial or modification) to the ODIM Accommodation Review Committee (ARC) at ARC@cs.ny.gov or by mail at Department of Civil Service, Swan Street Building – Core 1, Empire State Plaza, Albany NY 12239, Attn: ODIM – ARC. Inquiries should be directed to ARC@cs.ny.gov.

Requestor's name _____

Mailing address _____

Telephone _____ Email _____

(*Required*) Preferred method of communication/notification (for example, "Email to address listed above")

Agency/location/office/division _____

Job title _____

Date of initial request for accommodation _____

Specific accommodation requested _____

Date of agency determination _____

Medical/functional limitation(s) _____

Check here if you have not received a determination from your agency and are not currently engaged in the interactive process regarding your accommodation request ____

Have you filed a complaint of discrimination related to this reasonable accommodation request?

YES ___ NO ___

Please provide as much of the following information as is available to you to go along with this request for review:

Reasonable accommodation request:

- Initial request for accommodation
- Agency confirmation of the received request for accommodation
- Agency request for additional supporting/medical documentation
- Notification of agency determination

Correspondence/written communication with your agency:

- Any email or hard copy correspondence with your agency related to the requested accommodation. Do not delete or eliminate any information from emails/email chain

Medical documentation/functional limitations:

- In addition to medical documentation, please also include any agency requests for additional documentation and/or requests to speak directly with a medical provider

Job duties:

- Detailed description of job duties and responsibilities, including classification standard

Requestor's signature

Date
