**Instructions:** Use this template letter to request a reasonable accommodation from your ALTCS eligibility counselor to have an in-person PAS assessment interview. If ALTCS denies your request for a reasonable accommodation, ask for the denial to be provided in writing.

We recommend copying the Department of Economic Security’s ADA Coordinator on the reasonable accommodation request.

**VIA First Class Mail and Email to:** **[ALTCS Eligibility Counselor]**

April 18, 2024

**[ALTCS Eligibility Counselor]**

Office of Equal Opportunity

P. O. Box 6123 - Mail Drop 1119

Phoenix, AZ 85005-6123

**RE: Request for Reasonable Accommodations**

Dear **[ALTCS Eligibility Counselor]**:

I am applying for ALTCS eligibility on behalf of **[myself or family member]**. As part of the application process, I understand that there will be a PAS assessment. I am requesting a reasonable accommodation pursuant to the Americans with Disabilities Act (ADA). My requested accommodation is to have the PAS assessment completed in-person, rather than over the phone or a virtual meeting. I am making this request because an in-person meeting is necessary to explain and understand the extent of **[my or family member’s]** disability-related functional limitations.

Please respond in writing to my request for a reasonable accommodation within seven days. Prior to any decision to deny this reasonable accommodation request, I request that you engage in the interactive process to discuss the request. If you need any additional information to consider my request for a reasonable accommodation, please let me know in writing.

I look forward to your response and appreciate your attention to this matter.

Sincerely,

**[Your Signature]**

**[Your Printed Name]**

CC:

Monique Perry, ADA/504 Coordinator

[oeoada504coordinator@azdes.gov](mailto:oeoada504coordinator@azdes.gov)