

TWIN CITIES AREA TRANSPORTATION AUTHORITY

ADA Reasonable Modification Request Form

Instructions: Please fill out this form completely, sign and mail, fax, or email to:

TCATA ADA coordinator

Twin Cities Area Transportation Authority
Attn: ADA Coordinator
275 East Wall Street
Benton Harbor, Michigan 49022

Fax: 269-927-2310

Email: office@tcatabus.org (Attn: ADA Coordinator)

Rider: _____

Street Address: _____

City, State, and Zip Code: _____

Telephone: Home: _____ Mobile: _____

Email address: _____

Person requesting modification (if other than the rider): _____

Address: _____

City, State and Zip Code: _____

Telephone: Home: _____ Mobile: _____

Email Address: _____

Describe the rider's disability or disabilities. _____

Describe the service policy or program that may need to be modified to allow the rider full access to the transit services provided. _____

How does the current service policy or program prevent the rider from using the transit service or program? _____

Please describe the specific modification to the current policy/procedure that you are requesting. _____

How would you like (transit agency) to respond to your request?

- In writing to the address listed above
- By email to the address listed above

If future communications regarding this request are needed in an alternate format, please indicate the appropriate format below:

- large print (font size needed: _____)
- Spanish
- Audio
- Other _____

This form can be requested in large print by calling 269-927-2268; or emailing office@tcatabus.org (Attn: ADA Coordinator).

Please send the completed form **and any required documentation of disability** to:

TCATA ADA coordinator

Twin Cities Area Transportation Authority
Attn: ADA Coordinator
275 East Wall Street
Benton Harbor, Michigan 49022

Fax: 269-927-2310

Email: office@tcatabus.org (Attn: ADA Coordinator)

Electronic versions of the completed form and scans of required documentation of disability should be sent to office@tcatabus.org. Please write "Attn: ADA Coordinator" in the subject line.

Twin Cities Area Transportation Authority (TCATA) will provide a written response to your request within seven days of its receipt. To check on the status of the request, call TCATA at 269-927-2268; or email office@tcatabus.org (Attn: ADA Coordinator).