



**Boston Housing Authority**  
52 Chauncy Street  
Boston, Massachusetts 02111-02375

617-988-4000  
TDD 1-800-545-1833 Ext. 420

Date

Name  
Address  
Address

Dear Dr. or Provider of \_\_\_\_\_:

Enclosed is a Certification of Need form and a Request for Reasonable Accommodation form signed by \_\_\_\_\_ asking you to verify her/his disability and need for a reasonable accommodation in her/his employment at the Boston Housing Authority (BHA).

State and Federal laws require employers to make reasonable accommodations or changes to the work space and/or employment policies and procedures (not essential job duties) if such changes are necessary to enable a person with a disability to have equal access to employment, facilities or programs within the BHA. Please note that such changes must be **necessary** as a result of the person's disability.

The employee/job applicant in question has requested the accommodation described on the enclosed Request for Reasonable Accommodation. Please indicate on the Certification of Need form whether you believe the individual has a disability within the definition provided and that the accommodation is necessary and will achieve its stated purpose. You may also add any other information that would be helpful in making the right accommodation for this person. If part of the employee's/job applicant's reasonable accommodation plan includes services to be provided by your organization, please indicate whether your organization will provide those services, and if so, when those services would begin.

**This form should not be used to discuss the person's diagnosis or any other information that is not directly relevant to the request for an accommodation.**

Please return this form by **20 days**.

Please feel free to contact the Office of Civil Rights if you have any questions.

Sincerely,

Please return the form to:

If for BHA employee: Office of Civil Rights, Boston Housing Authority  
Phone: 617-988-4383  
Fax: 617-988-4313

If for BHA job applicant: Human Resources, Boston Housing Authority  
Phone: 617-988-4090  
Fax: 617-988-4291

***This information is available in alternative format upon request.***