



**Mayor Mike Spano**

**Carlos Moran**  
Commissioner of Human Resources

**CITY OF YONKERS**

**DEPARTMENT OF HUMAN RESOURCES**  
**One Larkin Center**

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Yonkers, NY 10701

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**ADA ACCOMMODATION REQUEST**

**Employee Name.....**

**School or Department.....**

**What is the disability that limits one or more of your major life activities?.....**

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**Describe the special accommodation(s) requested (use an additional sheet if necessary)  
and include written documentation supporting the accommodation that you are requesting:**

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**Employee Signature**

**Date**

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## **WRITTEN DOCUMENTATION GUIDELINES**

The following guidelines describe the necessary components of acceptable evidence required to validate a disability. A prior history of accommodations, without demonstration of a current need, will not necessarily warrant approval of testing modifications. To avoid unnecessary delays, ensure the submission of all information and documentation in accordance with these guidelines.

Individuals with disabilities are required to request accommodations **every school year**. It is in the individual's best interests to provide recent and appropriate documentation, which clearly defines the extent and impact of the impairment(s) upon current levels of physical and/or academic functioning.

- Request for accommodations and appropriate, supporting documentation, which is complete, should provide evidence of a substantial limitation to physical and/or academic functioning.
- Clinical evaluations must be performed by a licensed/certified or otherwise qualified professional with credentials appropriate to diagnose a candidate's disability consistent with the provisions of the ADA (i.e., physician, psychologist, or educator) who has conducted an examination of the candidate and has diagnosed a physical or mental impairment. Details about the professional's area of specialization and professional credentials, including certification and licensure, must be provided.
- Documentation must be submitted on official letterhead from a licensed or qualified professional who has examined the candidate and diagnosed a physical or mental impairment. Depending on the disability and written evaluation, documentation may include a letter from a physician or a detailed report.
- Documentation must be no more than three years old.
- Documentation for all disabilities should describe the extent of the disability, the criteria for the diagnosis, the diagnosis, the type and length of treatment and the recommended accommodation. Terms such as "problems," "deficiencies," "weaknesses," "differences," and "learning disability" are not the equivalent of a diagnosed specific disability (such as ADD, Dyslexia, Multiple Sclerosis, etc). The disability must be specific.

### **PLEASE FORWARD ADA REQUESTS TO:**

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