

# **REASONABLE MODIFICATION FORM**

**Notification of Reasonable Modification:** METS provides reasonable modifications to individuals with disabilities by making changes to policies, practices, and procedures if needed by an individual with a disability to enable him or her to participate in The METS's services subject to several exceptions. These exceptions include when the modification would cause a direct threat to the health or safety of others, would result in a fundamental alteration of the service, would not actually be necessary in order for the individual with a disability to access The METS' service or would result in an undue financial or administrative burden.

## **Requests for reasonable modification:**

**Name:**

**Address:**

**Preferred phone number:**

**Disability:**

**Policy/Process that you are requesting modification of:**

**What modification of the policy do you need?**

**Why do you need the modification in order to allow you to use the service?**

**The request from the individual with a disability should be as specific as possible and include information on why the requested modification is needed in order to allow for individual to use the transportation provider's service.**

Please submit a request for reasonable modification by mail or fax:

**Mail**

Attention: Todd Robertson  
Department of Transportation and Services-METS  
Room 321, Civic Center Complex  
1 NW. Martin Luther King, Jr. Blvd.  
Evansville, Indiana 47708

**Fax**

Attention: Todd Robertson  
812-435-6159