



## ADA Reasonable Modification Request Form

Requests for modifications to the policies, practices, or procedures of Reagan Mass Transit District in order to accommodate an individual with a disability may be made either in advance or at the time of the transportation service. Whenever feasible, requests for reasonable modifications shall be made and determined in advance. A reasonable modification related to the ADA Paratransit is ***a change or exception to a policy, practice, or procedure that allows people with disabilities to have equal access to transportation.*** Fill out this form with details about your modification request and how it relates to your disability.

<b>Modification Requested By:</b>	
<b>Date:</b>	
<b>Phone Number:</b>	
<b>Address:</b>	
<b>Email:</b>	
<b>Modification for (self, name of ADA Rider):</b>	
<b>Date of trip for modification:</b>	
<b>Based on your (or designated passenger's) disability, why is the modification necessary?</b>	
<b>Describe your modification request for ADA demand- response transportation?</b>	

\_\_\_\_\_  
Signature of ADA Passenger or Guardian

\_\_\_\_\_  
Date

**Once completed, please mail or email this form to:**  
**Reagan Mass Transit District**  
**ATTN: Reasonable Modification**  
210 East Progress Drive  
Dixon, IL 61021  
Email: [info@reaganmasstransit.org](mailto:info@reaganmasstransit.org)

To request a modification by phone, please call the following number:

- RMTD – 210 East Progress Drive, Dixon, IL 61021  
(Administrative office) (815) 288-2117

Requests for reasonable modifications may be denied on the following grounds:

1. It is a fundamental alteration to the nature of the program, service, or activity,
2. It is a direct threat to the health or safety of others,
3. It is not a requirement by the requester to use the service, or
4. The modification creates an undue financial / administrative burden.

RMTD will strive to acknowledge and approve or deny requests within three (3) business days of receipt. All riders who are denied a request have the ability to appeal. For a copy of our Appeals Form and the complete Reasonable Modification Policy, please visit [www.reaganmasstransit.org](http://www.reaganmasstransit.org).

**All information is kept confidential. All materials are available in accessible format and in languages other than English upon request.**

<b>For Office Use Only</b>			
Received Date:	Responded Date:	Approved/Denied:	Signature:
Notes regarding decision:			