



## **ADMINISTRATIVE HEARINGS OFFICE AND THE AMERICANS WITH DISABILITIES ACT**

### **Statement**

In 1990, the Federal Government enacted the Americans with Disabilities Act (ADA). It is the goal of AHO to ensure that the citizens of the State of New Mexico in need of a reasonable accommodation are provided full access to AHO's services and hearings in as timely a fashion as is reasonably and fiscally possible. AHO believes the ability to accommodate disabled persons is essential to good customer service and an important part in ensuring a fair hearing process.

### **Effective Communication for Hearing Participants**

AHO will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in AHO hearings and activities, including qualified sign language interpreters, documents in alternative formats such as Braille or large print, and other ways of making information and communications accessible to people who have speech, hearing, intellectual or vision disabilities.

### **Request for Reasonable Accommodation or Modifications to Policies and Procedures:**

AHO will make all reasonable accommodations and all permitted modifications to policies and programs to ensure that people with disabilities have an equal opportunity to participate in AHO's hearings and services. For example, AHO has arranged for ASL sign language interpreters, speech language pathologists, electronic communication device aids, for hearing participants. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a hearing, should complete and submit the "Request for Reasonable Accommodation" form or contact the AHO ADA Coordinator, the Chief Hearing Officer, at 505-827-0358 or [scheduling.unit@state.nm.us](mailto:scheduling.unit@state.nm.us).

Persons with hearing and speech impairments can contact AHO by using the New Mexico Relay Service, a toll-free telecommunication device for the deaf (TDD). Call 877-287-0608 or visit <http://www.nmrelaynetwork.org/>. For more information about accessibility, please visit <http://www.newmexico.gov/Accessibility.aspx>



## REQUEST FOR REASONABLE ACCOMODATION

1. Applicant's/Hearing Participant's Name:
2. Applicant's/Hearing Participant's phone number:
3. Applicant's/Hearing Participant's email address:
4. Date of Request:
5. Date of Hearing/Interview:
5. Location of Hearing/Interview:
6. Type of Accommodation Requested (Be as specific as possible, e.g. assistive technology, reader, interpreter, schedule change):
  
7. Reason for Request:

If accommodation is time sensitive, please explain:

Please email form to [Scheduling.Unit@state.nm.us](mailto:Scheduling.Unit@state.nm.us) , hand deliver to an AHO office, or contact the AHO ADA Coordinator, the Chief Hearing Officer, at 505-827-0358.

Log Number (Assigned by AHO Coordinator upon receipt of form): \_\_\_\_\_

### Privacy Act Statement

The Rehabilitation Act of 1973, 29 U.S.C. section 791, and Executive Order 13164 authorize collection of this information. The primary use of this information is to consider, decide, and implement requests for reasonable accommodation. Additional disclosures of the information may be: To medical personnel to meet a bona fide medical emergency; to another Federal agency, a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency when the Government is a party to the judicial or administrative proceeding; to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of the individual; and to an authorized appeal grievance examiner, formal complaints examiner, administrative judge, equal employment opportunity investigator, arbitrator or other duly authorized official engaged in investigation or settlement of a grievance, complaint or appeal filed by an employee.

Based on EEOC Form 557, as modified to request additional AHO hearing time and location information.