



American Federation of Government Employees Local 476

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(HUD-1000) REASONABLE ACCOMMODATION INSTRUCTIONS

HUD Employee,

To assist you with the Reasonable Accommodation (RA) process, we have composed an easy reference list of things you will need to do to help expedite your paperwork. Please be sure to let your steward review your completed HUD-1000 and physicians' statement **before** you submit it for approval.

IMPORTANT NOTE

1. **Your physicians' statement is confidential and should not be shared with anyone outside of the RA Branch and your Steward.**
 - a. **Your supervisor is not entitled to see nor receive a copy of this document – and you are not obligated to share it with them.**

IMPORTANT TIMELINES

1. SUPERVISOR – Your supervisor has seven (7) days to respond to your request for a reasonable accommodation. They DO NOT have to wait for the RA Branch's decision to begin the interactive process or grant all or part of the requested accommodation(s).
2. RA BRANCH – The RA Branch has up to thirty (30) days to process and respond to your request.

DISAPPROVAL PROCESS

1. If your supervisor intends to deny your request for an accommodation, they must do so within three (3) days of receipt.
 - a. They are also required to complete a "Denial of Request," HUD form 11600 and forward it to the Disability Program Manager. **Please note this form is required if your supervisor selects "Disapproved" or "Approved in Part" (which is also considered a denial).**
2. Any disapproval of a reasonable accommodation **must**:
 - a. be made in writing in plain language that the employee understands;
 - b. provide the detailed reasons for denial of the accommodation, and
 - c. document what, if any, alternate accommodations were considered



HOW TO COMPLETE THE HUD-1000

There are only two (2) sections on the form that you are required to complete, everything else should be left blank.

Requester: This section contains your employee information and signature line. (DO NOT leave any field blank.)

Requester Comments: This is where you list the accommodation(s) you are requesting. DO NOT put any medical or additional information in this section or on the form.

PHYSICIAN'S LETTER

You need to obtain a letter from your physician that includes the following information:

1. Diagnosis
2. Prognosis (is this a long-term/lifetime/permanent condition?)
3. Triggers for condition(s) (i.e., stress at work, etc.)
4. Impact of condition on performance of job
5. Recommendations to alleviate condition(s)
6. Accommodations requested
 - a. "work-from-home" aka *telework* (XX amount of days per week/pay period **AND/OR** situational "work-from-home" when symptoms arise)
 - b. modified work schedule (i.e., compressed work schedule, maxi-flex schedule, etc.)
 - c. modified work hours (i.e., later start time, part-time schedule, etc.)
 - d. periodic rest breaks
 - e. ergonomic chair, VariDesk (sit-n-stand desk)
 - f. Any additional accommodations your physician may deem appropriate

PLEASE LIMIT INCLUDING THE FOLLOWING LANGUAGE IN YOUR PHYSICIAN'S LETTER OR HUD-1000 (unless absolutely necessary): Patient will follow-up with doctor in XXX amount of time **or** I will re-evaluate patient in XXX amount of time. This places a limitation on your accommodation and could require you to reapply for any approved accommodation(s) at those set intervals. If you fail to reapply and get approved in time, management has the option to discontinue those previously approved accommodations. (Please note that you can and will follow-up with your physician as frequently as they deem medically necessary, you just don't want to include this information in your RA request.) **Your physician's letter SHOULD NOT be shared with anyone in management. It is only shared with your steward and the RA Branch for the purpose of making a sound determination on your request.** If your manager requests a copy of your medical documentation, you can advise them that they are in violation of the Privacy Act, applicable HIPAA guidelines and the Americans With Disabilities Act and refer them to the RA Branch for further clarification.



SUBMISSION PROCESS

1. Bring your physician's statement and completed HUD-1000 to your Steward for final review before it is submitted for processing and approval. **(Although this step is optional, your Steward will ensure your documentation is complete and accurate.)**
2. You will email a copy of the completed HUD-1000 **(ONLY)** to your 1st line supervisor.
3. You will email a copy of the completed HUD-1000 **and** physician's statement to the Reasonable Accommodations Branch at ReasonableAccommodationBranch@hud.gov. Do not deliver your documents to the RA Branch office as they are confidential. (Emailing them will provide you with proof of submission as well as provides a back-up copy should they be lost or misplaced.)

Your supervisor "should" immediately begin the interactive process with you to determine what requested accommodations they can implement now. If your supervisor feels they cannot grant your accommodations as requested, they should offer alternatives that you can mutually agree to. (Be sure to share this information with your Steward so that we can ensure your specific medical concerns are being adequately addressed.) **Please keep in mind that the only time a requested accommodation should be denied is "if" it proves to be a hardship for the agency. If you are unclear on what this means for your specific case, please check with your Steward for more information.**

You should receive an email from the RA Branch (in approximately 30-days) after your application has been processed, If it is determined that you qualify as a person with a disability, they will instruct your supervisor on how to proceed with the approval process. **IF YOU DO NOT HEAR BACK FROM THE RA BRANCH IN THE REQUIRED 30-DAY TIMELINE, IMMEDIATELY LET YOUR STEWARD KNOW SO THAT THEY CAN FOLLOW-UP ON YOUR BEHALF.**

If you have any questions that have not been answered by this handout, please reach out to the Union or your Steward or come by the office in room 3142.