

**Voluntary Action Center of Northern Illinois**  
**ADA Reasonable Modification Request Form**

Requests for modifications of Voluntary Action Center’s policies, practices, or procedures 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:**

Voluntary Action Center of Northern Illinois  
c/o Reasonable Modification  
1606 Bethany Road  
Sycamore, IL 60178  
Email: [info@vacdk.com](mailto:info@vacdk.com)

To request a modification by phone, please call the following numbers, depending on your location:

- TransVAC/MedVAC – 1606 Bethany Road Sycamore, IL 60178  
(Sycamore office) (815) 758-6641
- TransVAC/MedVAC – 1406 Suydam Road Sandwich, IL 60548  
(Sandwich office) (815) 786-9404
- Kendall Area Transit – 109 W. Ridge Street Yorkville, IL 60560  
(630) 882-6970

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

1. A fundamental alteration to the nature of the program, service, or activity,
2. A direct threat to the health or safety of others,
3. A not needed by the requester to use the service, or
4. An undue financial / administrative burden.

VAC 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.vacdk.com](http://www.vacdk.com).

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

| For Office Use Only       |                 |                  |            |
|---------------------------|-----------------|------------------|------------|
| Received Date:            | Responded Date: | Approved/Denied: | Signature: |
|                           |                 |                  |            |
| Notes regarding decision: |                 |                  |            |