

NOTICE

Auxiliary Aids for DHS Clients and Applicants for DHS services

Department of Human Services (DHS) clients and applicants for services who have requests for auxiliary aids in applying for or maintaining DHS services (van accessible parking, ASL interpreters, for example), must submit a Request for Auxiliary Aid (DHS 6008) at least five working days prior to the anticipated date when the aid will be needed.

Reasonable Accommodations for DHS employees or applicants for DHS employment

DHS employees and applicants for DHS employment who have requests for reasonable accommodations (van accessible parking, readers, for example), must submit a Request for Accommodation (DHS 6009) at least five working days prior to the anticipated need/interview date.

Although each DHS office will try to fill the request, resources are limited and depend on availability. If a resource is not available, an alternative method might be used to meet your need(s). Employees with special needs requests (large print materials, readers, for example), or questions regarding the accommodation procedure, should contact their supervisor. Applicants for DHS employment should contact the person who scheduled the interview to discuss their accommodation needs. DHS clients and applicants for DHS services, programs and activities should contact their worker or the processing center where they are applying.

DHS programs are responsible for coordinating the provision, procurement, and funding of additional costs, if any, related to reasonable accommodations and/or auxiliary aids under the Americans with Disabilities Act (ADA) and its amendments as well as other related federal and state laws.

Should you need this or any mandatory or public meeting notice in an alternate format you may also e-mail DHSCivilRightsBox@dhs.hawaii.gov. The Hawaii Relay Service 711 is available to hearing impaired and deaf individuals as well as video phones as required.