



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
OFFICE OF THE DIRECTOR
P. O. Box 339
Honolulu, Hawaii 96809-0339

AUXILIARY AIDS FOR CLIENTS AND APPLICANTS FOR DHS SERVICES

The Department of Human Services' (DHS) clients and applicants for services who require auxiliary aids in applying for or maintaining DHS services (for example: van accessible parking, ASL interpreters) must submit a Request for Auxiliary Aid (DHS 6008) at least five (5) working days prior to the anticipated date when the aid will be needed.

REASONABLE ACCOMMODATIONS FOR EMPLOYEES OR APPLICANTS FOR DHS EMPLOYMENT

DHS employees and applicants for DHS employment who have requests for reasonable accommodations (for example: van accessible parking, readers) must submit a Request for Accommodation (DHS 6009) at least five (5) working days prior to the anticipated need/interview date.

Although each DHS office will try to fill the request, resources are limited and dependent on availability. If a resource is not available, an alternative method might be used to meet your need(s). Employees with special needs requests (for example: large print materials, readers) 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 case 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 notice in an alternate format, you may also email the DHS Civil Rights Compliance Staff at DHSCivilRightsBox@dhs.hawaii.gov. The Hawaii Relay Service 711 is available to hearing impaired and deaf individuals.