

**Carroll County Transit  
ADA Reasonable Modification Request Form**

Requests for modifications to the policies, practices, or procedures of Carroll County Transit in order 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.

Modification Request By: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Modification for (Name) \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Describe the modification request for ADA demand response transportation including why the modification is necessary:

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\_\_\_\_\_  
Signature of ADA Passenger or Guardian

\_\_\_\_\_  
Date

**Once completed, please mail or email this form to:**

Carroll County Transit  
ATTN: Reasonable Modification  
306 N Main St  
Mt Carroll IL 61053  
Email: [director@ccsso.net](mailto:director@ccsso.net)

To request a modification by phone, please call the following number: 815-244-1800

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

1. It is a fundamental alteration to the nature of the program, service, or activity,
2. It is a direct threat to the health or safety of others,
3. It is not a requirement by the requester to use the service, or
4. The modification creates an undue financial / administrative burden.

Carroll County Transit 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.ccsso.net](http://www.ccsso.net).

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