

**MSW Projects of Henry, Illinois  
Marshall-Stark Public Transportation  
ADA Reasonable Modification Request Form**

Requests for modifications to the policies, practices, or procedures of MSW Projects of Henry, Illinois who is the operator of Public Transportation for Marshall and Stark Counties in order to accommodate an individual with a disability may be 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:**

MSW Projects of Henry, Illinois  
ATTN: Reasonable Modification  
P.O. Box 140  
Henry, IL 61537

Email: [tracimswprojects@gmail.com](mailto:tracimswprojects@gmail.com)

To request a modification by phone, please call the following number: (309) 364-2287

Request 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 requestor to use the service, or
4. The modification creates an undue financial / administrative burden.

MSW Projects of Henry, Illinois 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 [marshallcountyillinois.com](http://marshallcountyillinois.com).

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