

## APPROVAL OF REQUEST FOR REASONABLE ACCOMMODATION

**Instructions:** To be completed by Assistant Administrator (AA) or Designated Management Official (DMO). Completed form to be provided to the requestor and sent to [ReasonableAccommodations@usda.gov](mailto:ReasonableAccommodations@usda.gov).

1. Name of individual requesting accommodation:	2. Type of accommodation requested:
3. Type of accommodation approved:	4. Date accommodation approved: (mm/dd/yyyy)
5. Is this accommodation needed on a temporary basis? If 'Yes', for how long?	
6. If the accommodation has not yet been provided, please explain why and provide an estimated date, if known:	7. Cost of accommodation, if known:

I certify that the agency participated in the interactive process with the employee or applicant.

8. Name of AA/DMO:	9. Title of AA/DMO:
10. Phone: (1234567890)	11. E-mail: (firstname.last@usda.gov)
12. Signature of AA/DMO:	13. Date: (mm/dd/yyyy)
14. Name of Recommending Official (RO) if different from DMO:	15. Title of RO:
16. Phone: (1234567890)	17. E-mail: (firstname.last@usda.gov)
18. Signature of RO:	19. Date: (mm/dd/yyyy)
20. Date received in Reasonable Accommodations Office: (mm/dd/yyyy)	21. Initials of Reasonable Accommodation Advisor: