



ADA Accommodation Requests

By design, Monmouth County's ADA process is both INTERACTIVE and CONFIDENTIAL. The Americans with Disabilities Act requires employers to review and consider workplace accommodation requests from employees with qualifying mental or physical impairments that would allow them to successfully perform their essential job functions.

The information you provide is confidential and will only be used by those with a legitimate business interest to know this information.

To Receive An ADA Medical Questionnaire (ADAMQ)

Please email your request to ADA@co.monmouth.nj.us with the following information:

1. Your Legal Name
2. Department and Title
3. Supervisor's Name
4. Your Contact Email and Phone Number

An ADAMQ with the information provided and a due date will be sent back to you, along with any supplemental documents that may be required. The ADAMQ is to be returned no later than 15 business days from its issuance.

ADAMQ Procedures

1. Please present the ADAMQ to your Health Care Professional to be completed.
2. Ensure your Health Care Professional reviews any attached supplemental documents prior to completing the questionnaire, such as a NJ civil service job description, dress code policy, physical requirements, etc. This will allow them to complete the questionnaire thoroughly and accurately.
3. Ensure the form is fully completed. Question **#8 is critical** as the County relies heavily on the medical provider's recommendations for potential accommodations. Failure to do so may result in denial of the accommodation or a delay in the interactive process.

4. Should you or your physician have any questions please call the Monmouth County Administrator's Office for assistance or clarification at (732) 431-7384.
5. Please return the completed ADAMQ to:

The ADA Committee
Monmouth County Administrator's Office
Hall of Records
1 East Main Street Freehold, NJ 07728

Preferred method: Email to ADA@co.monmouth.nj.us

Interactive Process Meeting

Once your ADAMQ is fully completed and submitted, the ADA Committee will contact you and your supervisor within 15 business days after receipt of your accommodation request with the date and time of your interactive process meeting. The ADA Committee meets on Mondays and Wednesdays, please make yourself available on the date provided so the committee can address your request in a timely fashion.

Interactive Process

Monmouth County is committed to providing a thorough interactive process with employees requesting a workplace accommodation due to a qualifying disability under the Americans with Disabilities Act, Americans with Disabilities Act Amendments Act, or the New Jersey Law Against Discrimination. The interactive process is intended to provide an open and honest dialogue between the employer and the employee to advance the possibility of a workplace accommodation that would allow the employee to safely and effectively perform the essential functions of his/ her position.