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760 S. Kingshighway, Suite C Phone: 573.334.0990, Relay 711

Cape Girardeau, MO 63703 Fax: 573.334.0335

**Accommodation Appeal Form**

Please complete this form in order to file an appeal regarding the determination for an accommodation. Submit this document within 30 days of the original determination along with any supporting documentation. If there is not enough space on this document, attach pages as needed.

**Employee Information**

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| --- | --- |
| **Name:** |  |
| **Job Title:** |  |
| **Division:** |  |
| **Work Location:** |  |
| **Supervisor’s Name:** |  |

Accommodation Requested:

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Appeal Reasons:

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**I certify that the information that I have provided is true and accurate to the best of my knowledge. I understand that any misrepresentation may be cause for my termination.**

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Employee Name (Please print) Work Telephone

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Signature Date

**Submit your Accommodation Appeal to:**

Tammy Tankersley

President/COO

Southeast Workforce Development Board

1021 Kingsway Dr, Suite 1

Cape Girardeau, Mo 63701

**Phone:** (573) 334-0990

**Fax:** (573) 334-0335

**Email:** [ttankersley@job4you.org](mailto:ttankersley@job4you.org)