NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the [NAME OF AGENCY] will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: [NAME OF AGENCY] does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: [NAME OF AGENCY] will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in [NAME OF AGENCY’s] programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: [NAME OF AGENCY] will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in [NAME OF AGENCY] offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of [NAME OF AGENCY], should contact the office of [name and contact information for Agency ADA Coordinator] as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the [NAME OF AGENCY] to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of [NAME OF AGENCY] is not accessible to persons with disabilities should be directed to [name and contact information for Agency ADA Coordinator].

[NAME OF AGENCY] will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.
Grievance Procedure under Title II of the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the [NAME OF AGENCY]. The Statewide ADA Reasonable Accommodation policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

[Insert Agency ADA Coordinator’s name]
Agency ADA Coordinator [and other title if appropriate]
[Insert Agency ADA Coordinator’s mailing address]

Within 15 calendar days after receipt of the complaint, [Agency ADA Coordinator's name] or [his/her] designee will meet or communicate with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting or communication, [Agency ADA Coordinator's name] or [his/her] designee will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of the [NAME OF AGENCY] and offer options for substantive resolution of the complaint.

If the response by [Agency ADA Coordinator's name] or [his/her] designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the [Agency Commissioner] or [his/her] designee.

Within 15 calendar days after receipt of the appeal, the [Agency Commissioner] or [his/her] designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the [Agency Commissioner] or [his/her] designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
All written complaints received by [name of Agency ADA Coordinator] or [his/her] designee, appeals to the [Agency Commissioner] or [his/her] designee, and responses from these two offices will be retained by the [AGENCY] for at least three years.