



## **THE ARC OF UNION COUNTY (ADA) POLICY**

### **THE AMERICANS WITH DISABILITIES ACT (ADA)**

The Americans with Disabilities Act of 1990 (ADA) is landmark federal legislation that opens up services and employment opportunities to the millions of Americans with disabilities. The ADA affects access to employment; state and local government programs and services; transportation, and access to places of public accommodation such as businesses, non-profit service providers; and telecommunications.

### **THE ARC OF UNION COUNTY ADA COMMITMENT AND COMPLIANCE**

The Arc of Union County is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis on their disability as provided by the Americans with Disabilities Act.

The Arc of Union County management, and all supervisors and employees share direct responsibility for carrying out The Arc of Union County commitment to the ADA. Carolyn Scott, Assistant Executive Director of The Arc of Union County Human Resources Department ensures accountability in this commitment, and supports all parts of the organization in meeting their respective ADA obligations. Human Resources coordinates internally with all appropriate offices in the investigation of complaints of discrimination, and takes a lead role in responding to requests for information about The Arc of Union County civil rights obligations and operations.

### **ADA Complaints**

If you wish to file an ADA complaint of discrimination with The Arc of Union County, please contact Carolyn Scott, The Arc of Union County via (973) 315-0000 or 70 Diamond Road, Springfield New Jersey, 08882, or use our online Complaint Form.

### **What Happens to my ADA Complaint of Discrimination to The Arc of Union County?**

All ADA complaints of discrimination received by The Arc of Union County are routed to local area management for prompt investigation and resolution. All complaints received will be investigated, so long as the complaint is received within 180 days from the date of the alleged discrimination. The Arc of Union County will provide appropriate assistance (online and otherwise) to complainants who are limited in their ability to communicate in English or require accommodation. Complainants will be requested to leave contact information for follow-up about their complaints.

The Arc of Union County aims to complete investigations into all complaints received, within 90 days of receipt. In instances where additional information is needed to complete an investigation, the investigator will contact the complainant using the contact information provided. Failure of the complainant to provide contact information or any requested additional information may result in a delay in resolution, or the administrative closure of the complaint. The Arc of Union County has a zero tolerance policy on discrimination and will take appropriate corrective measures in all instances where a violation of The Arc of Union County non-discrimination policy has been established.

Once a complaint investigation is complete, complainants will receive a notice of finding via their preferred/available mode of contact (phone, E-mail, U.S. postal delivery, etc.). If no contact information is provided, a note regarding the outcome of the investigation will be saved on file for a minimum of three years.

Complainants can contact The Arc of Union County Customer Service at any time to check on the status of their complaint.

**Filing a Complaint Directly to the Federal Transit Administration:**

A complainant may choose to file a Title VI complaint with the Federal Transit Administration by contacting the Administration at:

**Federal Transit Administration  
Office of Civil Rights  
Attention: Complaint Team  
East Building, 5th Floor – TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590**

**Further questions about The Arc of Union County ADA Obligations**

For additional information on The Arc of Union County non-discrimination obligations and other responsibilities related to ADA, please call (973) 315.0000 or write to:

**The Arc of Union County, Human Resources Department  
70 Diamond Road  
Springfield, NJ 08882**

The Arc of Union County is committed to ensuring that no person is denied access to its services, programs, or activities on the basis of their disabilities, as provided by title II of the Americans with Disabilities Act of 1990 (“ADA”). ADA complaints must be filed within 180 days from the date of the alleged incident.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, or if you would like to make a verbal complaint, please contact:

The Arc of Union County Human Resources  
c/o Carolyn Scott, Assistant Executive Director  
70 Diamond Road, Springfield, NJ 07081  
Phone: (973) 315.0000.

Person Preparing Complaint (if different from Complainant):

Street Address, City, State, Zip Code

Date of Incident: \_\_\_\_\_

Please describe the alleged discriminatory incident, including the location(s), if applicable. Provide the names and titles of The Arc of Union County employees involved, if available.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of incident continued:

---

---

---

---

---

---

Have you filed a complaint with any other federal, state, or local agencies? Yes/No (Circle One).  
If so, list agency/agencies and contact information below:

Agency Contact Name:

---

Street Address, City, State, Zip Code Phone:

---

Agency Contact Name:

---

I affirm that I have read the above charge and that it is true to the best of my knowledge, information, and belief.

---

Complainant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print or Type Name of Complainant \_\_\_\_\_

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_