

# Disability Inclusion Access



Sign  
Language



Realtime  
Captioning



Closed  
Captioning



Assistive  
Listening  
Device



Amplified  
Phones



Employment  
Access



Mobility  
Access



Information  
and Help



Braille



Large Print

## Would you like help with access to our services?

The State of Ohio is a disability inclusion state and strives to be a model employer of individuals with disabilities. Our agency is proud to support the disability inclusion initiatives outlined for state agencies, boards, and commissions, in accordance with Governor Mike DeWine's Executive Order 2019-03D.

### The Americans with Disabilities Act (ADA)

does not discriminate on the basis of disability in its services, programs, or activities. See our commitment to appropriate access and disability inclusion.

**Employment:** We do not discriminate based on disability in our hiring or employment practices and we comply with the ADA title I employment regulations.

**Effective Communication:** Upon request, you will be provided auxiliary aids and services leading to effective communication for people with disabilities, including qualified sign language interpreters, assistive listening devices, documents in Braille, and other ways of making communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** Reasonable modifications to policies and procedures will be made to ensure that people with disabilities have an equal opportunity to enjoy programs, services, and activities. For example, people with service animals are welcome in our offices, even where pets and other animals are prohibited.

**For questions or to request an accommodation:** for access to a service, program, or activity, such as an auxiliary aid or service for effective communication, contact the ADA Coordinator as soon as possible, preferably 17 days before the activity or event.

No surcharge will be placed for providing auxiliary aids/ services or reasonable modification of policy on a person or group of people with disabilities. The ADA does not require us to take an action that would fundamentally alter the nature of our services, programs, or activities, impose an undue financial or administrative burden, or which poses a direct threat to the health or safety of the person or others. In addition, we are not required by the ADA to provide people with disabilities personal or individually prescribed devices such as wheelchairs, prescription eyeglasses, hearing aids, or provide services of a personal nature.

### WHERE CAN I FILE A GRIEVANCE?

#### For an Internal Review

**Contact the agency ADA Coordinator if you are:**

**An employee or person seeking employment** who believes a service, program, or activity of this agency is not accessible to people with disabilities, including keeping employment opportunities accessible to any person seeking employment; or

**A patron/client, guest, or visitor** who believes a service, program, or activity is not equally accessible to people with disabilities.

You may submit a grievance (complaint) in writing and containing information about the alleged discrimination such as name, address, phone number of the grievant and location, date, and description of the problem. Alternative means of filing grievances, such as personal interviews or a tape recording of the grievance, will be made available for persons with disabilities upon request. The grievance should be submitted by the grievant and/or his/her designee as soon as possible but no later than 30 calendar days after the alleged violation.

**This Grievance Procedure** is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a grievance alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by this agency.

**To request an accommodation or file a grievance, contact:**

#### **ADA Coordinator:**

Agency:

Email Address:

Phone/Text or TTY Number:

#### For an External Review

#### **Contact the U.S. Department of Justice**

File with the **Department of Justice, Civil Rights Division, Disability Rights Section** at [ada.gov/complaint](https://ada.gov/complaint), 800-514-0301



Department of  
Administrative Services

**DISABILITY INCLUSION**  
Action.Access.Attitude

