

## **NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Valley Community Services Board will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

**Employment:** Valley Community Services Board 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:** Valley Community Services Board will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Valley Community Services Board'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:** Valley Community Services Board 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. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a Valley Community Services Board program, service, or activity, should contact the Valley Community Services Board's ADA Coordinator Dana Fitzgerald at 540-887-3200 or [tdubose@vcsb.org](mailto:tdubose@vcsb.org) as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require Valley Community Services Board to take any action that would fundamentally alter the nature of its programs or services, or impose any undue financial or administrative burden.

Complaints that a Valley Community Services Board program, service, or activity is not accessible to persons with disabilities should be directed to Valley Community Services Board's ADA Coordinator Dana Fitzgerald at 540-887-3200 or [tdubose@vcsb.org](mailto:tdubose@vcsb.org).

Valley Community Services Board will not place a surcharge on an 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.

## **ADA GRIEVANCE PROCEDURES**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging

discrimination based on disability in the provision of services, activities, programs, or benefits by Valley Community Services Board.

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

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

Dana Fitzgerald  
Valley Community Services Board  
85 Sanger's Lane  
Staunton, VA 24401  
540-887-3200  
TTY/TDD (for the deaf or hard-of-hearing) 1-800-828-1120 or 711

Within 15 calendar days after receipt of the complaint Dana Fitzgerald or their designee will meet with the complainant to discuss the complaint and the possible resolution. Within 15 calendar days of the meeting Dana Fitzgerald or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille or audio tape. The response will explain Valley Community Services Board's position and offer options for substantive resolution of the complaint.

If Valley Community Services Board's response does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after receipt of the response to the Virginia Department of Rail and Public Transportation.

All written complaints received by Dana Fitzgerald or their designee, appeals to the Department of Rail and Public Transportation or their designee, and responses from these two offices will be retained by Valley Community Services Board for at least three years.