



# **Indiana Department of Child Services**

## **Grievance Procedure Under the Americans With Disabilities Act**

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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 on the basis of disability in the provision of services, activities, programs, or benefits by the Indiana Department of Child Services. The State Personnel Department’s Personnel 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:

**ADA Coordinator and Supervising Attorney**  
**Indiana Department of Child Services**  
**302 W. Washington Street, E306**  
**Indianapolis, IN 46204**

Email: [ADAcpliance.DCS@dcs.IN.gov](mailto:ADAcpliance.DCS@dcs.IN.gov)

Within 15 calendar days after receipt of the complaint, the ADA Coordinator will meet with the complainant to discuss the complaint and the possible resolutions. Within 30 calendar days of the meeting, the ADA Coordinator 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 the position of the Indiana Department of Child Services and offer options for substantive resolution of the complaint.

All written complaints received by the ADA Coordinator and Supervising Attorney will be retained by the Department of Child Services for at least three years.



## Notice Under the Americans With Disabilities Act

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In accordance with the requirements of title II of the Americans With Disabilities Act of 1990 ("ADA"), the Indiana Department of Child Services will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

*Employment:* The Indiana Department of Child Services 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:* The Indiana Department of Child Services will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in The Indiana Department of Child Services' 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:* The Indiana Department of Child Services 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 the Indiana Department of Child Services' 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 the Indiana Department of Child Services, should contact the ADA Coordinator for the Indiana Department of Child Services, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Indiana Department of Child Services 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 the Indiana Department of Child Services is not accessible to persons with disabilities should be directed to the ADA Coordinator for the Indiana Department of Child Services.

The Indiana Department of Child Services 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.

Contact information for the ADA Coordinator for the Indiana Department of Child Services is as follows:

Email: [ADAAcompliance.DCS@dcs.IN.gov](mailto:ADAAcompliance.DCS@dcs.IN.gov)  
Address: Indiana Department of Child Services (Central Office)  
302 W. Washington Street, E306  
Indianapolis, IN 46204