

## 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 **Brain and Spinal Injury Trust Fund Commission**, hereinafter referred to as the **BSITFC**, will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** **BSITFC** 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:** **BSITFC** will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in **BSITFC** 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:** **BSITFC** 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 **BSITFC** 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 **BSITFC**, should contact the office of **Craig Young - ADA Coordinator** ([Craig.Young@dph.ga.gov](mailto:Craig.Young@dph.ga.gov)) as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the **BSITFC** 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 **BSITFC** is not accessible to persons with disabilities should be directed to **Craig Young - ADA Coordinator** [Craig.Young@dph.ga.gov](mailto:Craig.Young@dph.ga.gov)

**BSITFC** 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.

### Brain and Spinal Injury

### Trust Fund Commission

### Grievance Procedure under The Americans with Disabilities Act

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 Brain and Spinal Injury Trust Fund Commission. The State of Georgia'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.