

Henry County, Indiana

Complaint/Grievance Procedure under; Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, or Title VI of the Civil Rights Act of 1964

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990. It will also be used if citizens wish to raise issues related to Section 504 of the Rehabilitation Act, or Title VI of the Civil Rights Act. It will be used to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the County. The County'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:

Kim L. Cronk, Henry County ADA/Title VI Coordinator

Within 15 calendar days after receipt of the complaint, Kim L. Cronk or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Kim L. Cronk or his designee will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the County and offer options for substantive resolution of the complaint.

If the response by Kim L. Cronk or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the President of the Henry County Commissioners, or their designee.

Within 15 calendar days after receipt of the appeal, the President of the Henry County Commissioners or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the President of the Henry County Commissioners or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Kim L. Cronk or his designee, appeals to the President of the Henry County Commissioners, or their designee, and responses from these two offices will be retained by the County for at least three years.

ADA/Section 504/Title VI Complaint/Grievance Form

Name			
Address		City	Zip
Phone		Email	
Alternate Phone			

Person Preparing Complaint or Grievance if not Grievant:

Name			
Address		City	Zip
Phone		Email	
Alternate Phone			

Specify location of complaint or grievance (If Applicable.)

Description of Complaint or Grievance

Signed: _____

Date: _____

Return to:

Kim L. Cronk
Henry County ADA/Title VI Coordinator
202 W CR 50N
New Castle, IN 47362