



STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
OFFICE OF THE COMMISSIONER

**AMERICANS WITH DISABILITIES ACT
POLICY STATEMENT**

The Department of Social Services shall fully comply with the non-discrimination requirements of the Americans with Disabilities Act (ADA) and the Amendments Act of 2008, Section 504 of the U.S. Rehabilitation Act of 1973 and relevant state statutes which prohibit discrimination in employment and services for individuals with disabilities. This Department does not discriminate on the basis of disability in the administration of or access to its programs, services or activities. The Department is committed to equal access to its' programs and services for people with disabilities or persons legally authorized to act on their behalf and to equal employment opportunity for employees and job applicants with disabilities.

We recognize the fact that identical treatment may be discriminatory treatment for individuals with disabilities. Therefore, this Department will take the positive actions necessary to ensure that qualified individuals with disabilities or persons legally authorized to act on their behalf, have access to all programs, services or activities. In the workplace, we will provide reasonable accommodation for performance of essential job functions, unless doing so causes undue hardship.

Under the ADA, a person with a disability is defined as an individual who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Major life activities include but are not limited to functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

Qualified employees or job applicants or persons legally authorized to act on their behalf with disabilities may request a reasonable accommodation in order to perform the essential functions of a job, to gain access to the hiring process or to access programs and services. Such accommodations may include but are not limited to: part-time or modified work schedules, job restructuring, job reassignments, provision or auxiliary aids and services, modifications to a job site and other accommodations which may be deemed necessary and reasonable in order to facilitate access to services and programs. The Department will provide these accommodations at no cost to the employee, job applicant or applicant/recipient for services or persons legally authorized to act on their behalf. Appropriate reasonable accommodations shall be determined through an interactive process that includes the individual with the disability and an Equal Employment Opportunity Manager.

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I have designated the Affirmative Action Division to coordinate the Americans with Disabilities Act compliance. The Affirmative Action staff is available to counsel the Department's individuals regarding disability rights issues and to receive complaints alleging discrimination on the basis of disability under the Department's Discrimination Complaint Procedure.



Roderick L. Bremby
Commissioner

March 31, 2014



RODERICK L. BREMBY
Commissioner

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OFFICE OF THE COMMISSIONER

TELEPHONE
(860) 424-5053

TDD/TTY
1-800-842-4524

FAX
(860) 424-5057

EMAIL
commis.dss@ct.gov

APPLICANT/RECIPIENT ADA PROCEDURE

An applicant/recipient, with a disability or persons legally authorized to act on their behalf may make a verbal request to his or her caseworker for a reasonable accommodation. The caseworker will then forward the request to the Affirmative Action Division. If an applicant/recipient is reluctant to share this information with his/her caseworker, requests may be made directly to the Department's Affirmative Action Division at (860) 424-5040.

The Affirmative Action Division will review and respond to all requests for Reasonable Accommodation. Other participants in the decision making process may include, but are not limited to the applicant/recipient's caseworker and the applicant/recipient's medical provider.

All requests will be acknowledged and approved or denied in writing within twenty (20) working days of receipt, unless medical or technical evaluation is necessary.

Appeal Process

If an applicant/recipient's request for reasonable accommodation is not approved by the Affirmative Action Division, an appeal may be filed by the client or persons legally authorized to act on his/her behalf with the Deputy Commissioner for Programs. The address for filing an appeal is:

Deputy Commissioner, Programs
Department of Social Services
25 Sigourney Street
Hartford, CT 06106

Appeals must be in writing, and filed within fifteen (15) days from the date of disapproval. If assistance is needed in filing the appeal, the applicant/recipient may request assistance from the Affirmative Action Division by calling (860) 424-5040.