

## **THE AMERICANS WITH DISABILITIES ACT (ADA)**

The Americans with Disabilities Act of 1990 (ADA) is landmark federal legislation that opens up services and employment opportunities to the millions of Americans with disabilities. The ADA affects access to employment; state and local government programs and services; transportation, and access to places of public accommodation such as businesses, non-profit service providers; and telecommunications.

## **THE CEREBRAL PALSY LEAGUE, INC. ADA COMMITMENT AND COMPLIANCE**

The Cerebral Palsy League, Inc. is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis on their disability as provided by the Americans with Disabilities Act.

The Cerebral Palsy League, Inc. Management, and all supervisors and employees share direct responsibility for carrying out The Cerebral Palsy Leagues' commitment to the ADA. The Cerebral Palsy League, The Transportation Department and the Adult Services Department, and the Executive Director ensures accountability in this commitment, and supports all parts of the organization in meeting their ADA obligations. Executive Management coordinates internally with all departments in the investigation of complaints of discrimination, and takes a lead role in responding to requests for information about The Cerebral Palsy League's civil rights obligations and operations.

### **ADA Complaints**

If you wish to file an ADA complaint of discrimination with The Cerebral Palsy League, Inc., please contact The Cerebral Palsy League, Inc. via 908-709-1800 ext. 1128 or 61 Myrtle St. Cranford, NJ, 07016 or use our online form at [www.theclinc.org](http://www.theclinc.org)

### **What Happens to my ADA Complaint of Discrimination to The Cerebral Palsy League, Inc.**

All ADA complaints of discrimination received by The Cerebral Palsy League, Inc. are routed to management for prompt investigation and resolution. All complaints received will be investigated, as long as the complaint is received within 180 days from the date of the alleged discrimination. The Cerebral Palsy League, Inc. will provide appropriate assistance to complainants who are limited in their ability to communicate in English or require accommodation. Complainants will be requested to leave contact information for follow-up about their complaints.

The Cerebral Palsy League Inc. aims to complete investigations into all complaints received, within 90 days of receipt. In instances where additional information is needed to complete an investigation, the investigator will contact the complainant using the contact information provided. Failure of the complainant to provide contact information or any requested additional information may result in a

delay in resolution, or the administrative closure of the complaint. The Cerebral Palsy League, Inc. has a zero tolerance discrimination and will take appropriate corrective measures in all instances .

Once a complaint investigation is complete, complainants will receive a notice of finding via their preferred/available mode of contact (phone, E-mail, U.S. mail etc.). If no contact information is provided, a note regarding the outcome of the investigation will be saved on file for a minimum of three years. Complainants can contact The Cerebral Palsy League, Inc. Service at any time to check on the status of their complaint.

### **Filing a Complaint Directly to the Federal Transit Administration:**

A complainant may choose to file a complaint with the Federal Transit Administration by contacting the Administration at:

Federal Transit Administration

Office of Civil Rights

Attention: Complaint Team

East Building, 5th Floor – TCR

1200 New Jersey Avenue, SE

Washington, DC 20590

### **Further questions about The Cerebral Palsy Leagues' ADA Obligations**

For additional information on The Cerebral Palsy Leagues' non-discrimination obligations and other responsibilities related to ADA, please call 908-709-1800 ext. 1128 or write to:

The Cerebral Palsy League, Inc.

61 Myrtle St.

Cranford, NJ 07016