**ADA Complaint Procedures**

Easterseals Midwest will engage in an interactive process in order to provide reasonable accommodations to practices and procedures to ensure that programs are accessible to all individuals.

If you have a complaint about the accessibility of our transit system or service, physical locations, programs, equipment or believe you have been discriminated against based on a disability please initiate our complaint process.

**How do you file a complaint?**

To initiate a complaint please complete a complaint form to initiate our review process. 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 concern/issue encountered so we can fully investigate the incident. Your completed form should be submitted to:

Easterseals Midwest

Chief Human Resources Officer

11933 Westline Industrial Drive.

St. Louis, MO 63146

Phone: (800) 200-2119

Email: laurel.taylor@esmw.org

You must file a signed, dated and written complaint no more than 180 days from the date of the alleged incident. The complaint should include:

* Your name, address and telephone number.
* How, why, and when you believe you were discriminated against. Include as much specific, detailed information as possible about the alleged acts of discrimination, and any other relevant information.
* The names of any persons, if known, whom the director could contact for clarity of your allegations.

**Do you need complaint assistance?**

If you are unable to complete a written complaint due to a disability or if information is needed in another language we can assist you. Please contact us at 800-200-2119 or email laurel.taylor@esmw.org

**How will your complaint be handled?**

Easterseals Midwest will investigate all complaints that are received within the required reporting time frame of no more than 180 days after the alleged incident. Once a completed complaint form is received, it will be reviewed to determine if Easterseals Midwest has jurisdiction.

Easterseals Midwest will generally complete an investigation within 90 days from receipt of a complaint. If more information is needed to resolve the case, Easterseals Midwest may contact you. Unless a longer period is specified by Easterseals Midwest, you will have ten (10) days from the date of the request to send the requested information. If the requested information is not received, Easterseals Midwest may administratively close the case. A case may also be administratively closed if you no longer wish to pursue it.

After an investigation is complete, Easterseals Midwest will send you a letter summarizing the results of the investigation, stating the findings and advising of any corrective action to be taken as a result of the investigation. If you disagree with Easterseals Midwest determination, you may request reconsideration by submitting a request in writing to Easterseals Midwest, Quality Director within seven (7) days after the date of Easterseals Midwest letter, stating with specificity the basis for the reconsideration. The quality director will notify you of the decision either to accept or reject the request for reconsideration within ten (10) days. In cases where reconsideration is granted, the quality director will issue a determination letter to the complainant upon completion of the reconsideration review.

**Do I have other options for filing a complaint?**

We encourage that you file the complaint with us. However, you may file a complaint with the Missouri Department of Transportation or the Federal Transit Administration.

Missouri Department of Transportation

External Civil Rights Division

Title VI Coordinator

1617 Missouri Blvd.

P. O. Box 270

Jefferson City, MO 65102-0270

[www.modot.org](http://www.modot.org)

Federal Transit Administration

Office of Civil Rights

1200 New Jersey Avenue SE

Washington, DC 20590

**ADA COMPLAINT FORM**

If you have a complaint about the accessibility of our transit system or believe you have been discriminated against because of your disability, you can use this form to file a complaint. Please provide all facts and circumstances surrounding your issue or complaint so we can fully investigate the incident.

Please mail or return this form to:

Easterseals Midwest

Chief Human Resources Officer

11933 Westline Industrial Dr.

St. Louis, MO 63146

E-mail: laurel.taylor@esmw.org

Fax: 314-567-4789

|  |
| --- |
| 1. **Complainant’s name:**
 |
| Address:  |
| City: State: Zip Code: |
| Daytime telephone: ( ) |
| E-mail address: |
| Do you prefer to be contacted via e-mail? ☐ Yes ☐ No |
| 1. **Are you filing this complaint on your own behalf?**

☐ Yes If YES, please go to question 6. ☐ No If NO, please go to question 3. |
| 1. **Please provide your name and address.**
 |
| Name of person filing complaint:  |
| Address:  |
| City: State: Zip Code: |
| Daytime telephone: ( ) |
| E-mail address: |
| Do you prefer to be contacted via e-mail? ☐ Yes ☐ No |
| 1. **What is your relationship to the person for whom you are filing the complaint?**
 |
| 1. **Please confirm that you have obtained the permission of the aggrieved party to file a complaint on their behalf.**

☐ Yes, I have permission. ☐ No, I do not have permission |
| 1. **I believe that the discrimination I experienced was based on** (check all that apply)

☐ Accessibility issue ☐ Discrimination based on disability ☐ Other |
| 1. **Date of alleged discrimination** (Month, Day, Year):
 |
| 1. **Where did the alleged discrimination take place?**
 |
| 1. **Explain as clearly as possible what happened and why you believe that you were discriminated against.** Describe all of the persons that were involved. Include the name and contact information of the person(s) who discriminated against you (if known). *Use the back of this form or separate pages if additional space is required.*
 |
| 1. **Please list any and all witnesses’ names and phone numbers/contact information.** *Use the back of this form or separate pages if additional space is required.*
 |
| 1. **What type of corrective action would you like to see taken?**
 |
| 1. **Have you filed a complaint with any other federal, state, or local agency, or with any federal or state court?** ☐ Yes If yes, check all that apply. ☐ No
 |
| ☐ Federal Agency (List agency’s name) |
| ☐ Federal Court (Please provide location) |
| ☐ State Court |
| ☐ State Agency (Specify agency) |
| ☐ County Court (Specify court and county) |
| ☐ Local Agency (Specify agency) |
| 1. **Please provide information about a contact person at the agency/court where the complaint was filed.**
 |
| Name: Title: |
| Agency: Telephone: ( ) |
| Address: |
| City: State: Zip Code: |

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date is required:

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Signature Date

If you completed Questions 3, 4 and 5, your signature and date is required

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Signature Date