



EAST WINDSOR TOWNSHIP

16 Lanning Boulevard
East Windsor, N.J. 08520-1999
609-443-4000
Fax 609-443-8303

AMERICANS WITH DISABILITIES ACT (ADA) POLICY

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.

ADA COMMITMENT AND COMPLIANCE

East Windsor Township 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.

East Windsor Township management, and all supervisors and employees share direct responsibility for carrying out the commitment to the ADA. The Township Manager ensures accountability in this commitment, and supports all parts of the organization in meeting their respective ADA obligations. The Township Manager coordinates internally with all appropriate offices in the investigation of complaints of discrimination, and takes a lead role in responding to requests for information about the Township's civil rights obligations and operations.

ADA Complaints. If you wish to file an ADA complaint of discrimination with East Windsor Township, please contact:

East Windsor Township
Attention: Township Manager
16 Lanning Boulevard
East Windsor, NJ 08520 Telephone: 609-443-4000 ext. 245

What Happens to my ADA Complaint of Discrimination?

All ADA complaints of discrimination received by the Township Manager are routed to local area management for prompt investigation and resolution. All complaints received will be investigated, so long as the complaint is received within 180 days from the date of the alleged discrimination. East Windsor Township will provide appropriate assistance (online and otherwise) 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.

East Windsor Township 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 Township has a zero tolerance policy on discrimination and will take appropriate corrective measures in all instances where a violation of the Township non-discrimination policy has been established.

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. post, 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 (3) years. Complainants can contact the Township Manager 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 an ADA 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 East Windsor Township ADA Obligations

For additional information on East Windsor Township non-discrimination obligations and other responsibilities related to ADA, please contact:

East Windsor Township
Attention: Township Manager
16 Lanning Boulevard
East Windsor, NJ 08520 Telephone: 609-443-4000 ext. 245

SEE COMPLAINT FORM ON NEXT PAGE



EAST WINDSOR TOWNSHIP

16 Lanning Boulevard
East Windsor, N.J. 08520-1999
609-443-4000
Fax 609-443-8303

Americans with Disabilities Act Complaint Form

East Windsor Township is committed to ensuring that no person is denied access to its services, programs, or activities on the basis of their disabilities, as provided by Title II of the Americans with Disabilities Act of 1990 ("ADA"). ADA complaints must be filed within 180 days from the date of the alleged incident.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, or if you would like to make a verbal complaint, please contact:

East Windsor Township
Attention: Township Manager
16 Lanning Boulevard
East Windsor, NJ 08520

Telephone: 609-443-4000 ext. 245

Complainant: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____

Person Preparing Complaint (if different from Complainant): _____

Street Address, City, State, Zip Code _____

Date of Incident: _____

Please describe the alleged discriminatory incident, including the location(s), if applicable. Provide the names and titles of East Windsor Township employees involved, if available.

Continue description of incident on additional page(s) if needed.

Have you filed a complaint with any other federal, state, or local agencies? Yes No (Circle One)

If so, list agency/agencies and contact information below:

Agency Contact Name: _____

Street Address, City, State, Zip Code Phone: _____

Agency Contact Name: _____

I affirm that I have read the above charge and that it is true to the best of my knowledge, information, and belief.

Print Name _____

Signature _____ Date _____

Received By: _____ Date _____