Policy #: DHHS-03-04

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Revised Date: 12/21/18

I. SUBJECT

Policy Regarding Compliance with the Americans with Disabilities Act for Public Meetings and Public Facilities

II. POLICY STATEMENT

The Department of Health and Human Services (DHHS) is fully committed to ensuring that individuals with disabilities are afforded equal opportunity and equal consideration in all areas of access to DHHS public facilities and access to and participation in public meetings. In support of this commitment, DHHS enacts this policy in compliance with the relevant portions of the Americans with Disabilities Act (ADA) and the Maine Human Rights Act (MHRA).

III. COMPLIANCE STEPS

To ensure compliance with the ADA and the MHRC the following measures will be followed:

A. Public Meetings

1. All meetings, hearings, and DHHS sponsored functions that are open to members of the public will be held at accessible locations/buildings. A listing of accessible locations may be obtained from DHHS by calling 207-287-3707.

2. Public notices regarding public meetings, hearings, or DHHS sponsored functions will include the procedure for requesting accommodations/auxiliary aids for individuals with disabilities or individuals who are limited English proficient.

3. Materials provided to the public will be made available in alternate formats upon request.

4. All significant publications and communications disseminated by DHHS will contain the DHHS Notice of Nondiscrimination.
5. The DHHS Nondiscrimination Notice is posted on all DHHS webpages, and a hard copy may be obtained by calling the DHHS ADA/Civil Rights Coordinator at 207-287-3707.

6. All direct service employees will be advised of the DHHS policy to accommodate clients with disabilities.

B. **Physical Accessibility**

1. New construction and renovations to existing facilities will be completed in accordance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

2. Existing structures which need structural modification to ensure accessibility will be promptly reported to the Bureau of General Services which is charged with the task of meeting ADA accessibility requirements for property and buildings leased or owned by the State of Maine.

3. In the event that a program is not accessible due to structural barriers, DHHS will ensure that all programs/services are accessible by changing the location or by providing the service, as appropriate, in the client’s home.

C. **DHHS Staff Responsibilities**

It is the responsibility of all levels of management to ensure attainment of these goals. Our success in meeting the requirements of the ADA and MHRC is dependent upon implementation by every DHHS employee.

IV. **DISTRIBUTION**

All DHHS employees via e-mail, and posting on the DHHS intranet and internet.

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December 21, 2018

Revised Date

Bethany L. Hamm
Acting Commissioner