

County of Indiana
Section 504 – Grievance Procedure

The County of Indiana has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by federal regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended. This grievance procedure has been developed in accordance with the other applicable laws including the Architectural Barriers Act of 1968 that requires buildings that are constructed or assisted with federal funds be accessible to and usable by handicapped persons; and Title VIII of the Civil Rights Act of 1968 (Fair Housing Act) that prohibits discrimination in housing-related transactions on the previously described basis as well as familial status and handicap (disability).

The Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination based on disability in any Indiana County program, service or activity including those receiving federal financial assistance. The Laws and Regulations may be examined in the office of the Robin Maryai, Chief Clerk, Office of Indiana County Commissioners, 2nd Floor – Indiana County Courthouse, 825 Philadelphia Street, Indiana, Pennsylvania, 15701, (724) 465-3805 (Telephone and TDD Voice). Robin Maryai, Chief Clerk, has been designated to coordinate the efforts of the County of Indiana to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the County of Indiana to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

- The grievance must be submitted to Indiana County’s Section 504 Coordinator within 15 calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- Grievances must be submitted to Indiana County’s Section 504 Coordinator:

Robin Maryai, Chief Clerk, County of Indiana
Office of the Indiana County Commissioners
Indiana County Courthouse – 2nd Floor
825 Philadelphia Street
Indiana, PA 15701
robin@countyofindiana.org
724-465-3805 (Voice and TYY)

- The complaint must be in writing unless an alternative method for filing is requested such as a personal interview or an mp3 recording of the complaint. It should contain the following information about the alleged discrimination: the name, address, phone number and email address, if applicable, of the person filing the complaint. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the County of Indiana relating to such grievances.
- The Section 504 Coordinator will issue a written decision, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape, on the grievance no later than 30 calendar days after the filing of the grievance.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Indiana County Board of Commissioners within 15 calendar days of receiving the Section 504 Coordinator's decision. The Indiana County Board of Commissioners shall issue a written decision in response to the appeal no later than 30 calendar days after receipt of the appeal.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Justice. For information on how to file Section 504 complaints with the appropriate agency contact:

U.S. Department of Justice
Civil Rights Division
950 Pennsylvania Avenue, N.W.
Disability Rights Section – NYAV
Washington, D.C. 20530
www.ada.gov
(800) 514-0301 (Voice)
(800) 514-0383 (TTY)

The County of Indiana will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.



Adopted this 23rd day of October 2019.

WITNESSED:

INDIANA COUNTY
BOARD OF COMMISSIONERS

Robin Maryai, Chief Clerk

Michael A. Baker, Chairman

(SEAL)

Rodney D. Ruddock, Commissioner

Sherene Hess, Commissioner

