

**TUSCARAWAS COUNTY JOB & FAMILY SERVICES  
AGENCY POLICY**

**GRIEVANCE POLICY AND PROCEDURE FOR AMERICANS WITH DISABILITIES**

**POLICY**

No individual applying for services or participation in programs of Tuscarawas County Job & Family Services (TCJFS) shall be disqualified from those services or participating in those programs based on that individual's disability which falls under one of the three following conditions:

- a) a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- b) a record of such impairment; or
- c) being regarded as having such an impairment.

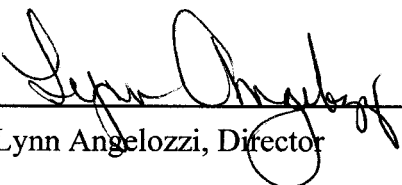
An individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by TCJFS is considered a "qualified individual with a disability" as determined under Subtitle A of Title II of the Americans with Disabilities Act (ADA).

Any employee of, or applicant for, a position within TCJFS and who meets the above definition of "disability" shall not be disqualified or discriminated against on that account. Nevertheless, the "qualified individual with a disability" must also be able to "...satisfy the requisite skill, experience, education, and other job-related requirements of the position such individual holds or desires, and with or without reasonable accommodation, perform the essential functions of the position."

**PROCEDURE**

Anyone considering himself/herself to meet the ADA definition of a "qualified individual with a disability" and who believes that TCJFS has been discriminatory in its dealings with him/her on the basis of the disability, may request and will be granted a hearing before the Director of TCJFS. The individual alleging the discrimination may also be accompanied to the hearing by an attorney and/or a friend.

The request for a hearing must be in writing and will be granted at the earliest date that is mutually agreeable but not to exceed three calendar weeks. An appeal to the decision of the Director can be made in writing to the Ohio Department of Job & Family Services, District Office, 401 Market Avenue, North, 3<sup>rd</sup> Floor, Canton, Ohio 44702-1700.

  
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Lynn Angelozzi, Director

10-17-01  
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Effective Date