

WARREN COUNTY DEPARTMENT OF HUMAN SERVICES

DIVISION OF ADMINISTRATION • DIVISION OF AGING AND DISABILITY SERVICES
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES

Shawn J. Buskirk
Director
County Adjuster

1 Shotwell Drive
Belvidere, New Jersey 07823



Telephone: (908) 475-6331
FAX: (908) 475-6206
Email: sbuskirk@co.warren.nj.us

THE AMERICANS WITH DISABILITIES ACT (ADA) REASONABLE MODIFICATIONS POLICY AND PROCEDURES

POLICY

It is the policy of Warren County Department of Human Services Division of Administration and its Community Transportation Provider to provide equal opportunity to qualified individuals with disabilities. The Department and its Community Transportation Provider shall not discriminate against qualified individuals on the basis of a disability, including applicants, participants, members of the public, and companions, in any of its programs, services, and activities In accordance with Federal Register 49 CFR Parts 27 and 37.

The Department and its Community Transportation Provider shall not, in any of its programs, services, activities and facilities:

- deny a qualified individual on the basis of disability, the opportunity to participate in and benefit from programs, services and activities, including volunteer opportunities, that are not equal to that afforded to others;
- otherwise limit or separate a qualified individual on the basis of disability in the enjoyment of any right, privilege, advantage or opportunity enjoyed by other individuals.

This policy does not require the Department and its Community Transportation Provider to undertake an action that would pose an undue financial or administrative burden or fundamentally alter the nature of programs, services and activities.

I. REASONABLE MODIFICATIONS

Warren County Department of Human Services Division of Administration and its Community Transportation Provider will make reasonable modifications to policies, practices and procedures when necessary to provide equal opportunity to qualified individuals with disabilities, including applicants, participants, members of the public and companions, unless making the modification would fundamentally alter the nature of the program, service, or activity in accordance with Federal Register 49 CFR Parts 27 and 37.

II. ELIGIBILITY CRITERIA AND SAFETY REQUIREMENTS

Warren County Department of Human Services Division of Administration and its Community Transportation Provider will not impose or apply eligibility or safety criteria that screen out or tend to screen out an individual on the basis of disability or any class of individuals on the basis of disabilities from fully and equally enjoying any program, service, or activity, unless such criteria can be shown to be necessary for the provision of programs, services, or activities In accordance with Federal Register 49 CFR Parts 27 and 37.

It is the responsibility of the ADA Administrator in any situation where eligibility and safety standards may limit or exclude the participation of individuals on the basis of disabilities to:

- Review the standards and their application;
- Ensure that mitigating measures are used to reduce the hazard or threat to the safety of individuals with disabilities and other participants in the program; and
- Provide for the participation of individuals with disabilities to the greatest extent possible.

III. INTEGRATED SERVICES

Warren County Department of Human Services Division of Administration and its Community Transportation Provider shall administer all programs, services, and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities. This policy does not prohibit the establishment of separate programs for individuals with disabilities. However, it prohibits the Department from requiring qualified individuals with disabilities to participate in separate rather than integrated programs.

IV. SURCHARGES

Warren County Department of Human Services Division of Administration and its Community Transportation Provider will not impose surcharges on an individual with a disability, any group of individuals with disabilities, their families, companions, or organizations representing them for the provision of reasonable accommodation, communication aids and services, reasonable modification to policies, practices and procedures, the removal of structural barriers, or any other costs associated with the participation of individuals with disabilities in the Department's programs, services and activities.

V. SIGNIFICANT ASSISTANCE

Warren County Department of Human Services Division of Administration and its Community Transportation Provider shall not give significant assistance, either financial or in-kind, to any organization that discriminates against individuals on the basis of a disability. It is the County's responsibility to investigate any situation in which discrimination against individuals on the basis of disability may have occurred and take appropriate action, either to see that the discriminatory action is remedied or to recommend that the Department's assistance be terminated.

Warren County Department of Human Services Division of Administration, in the selection of procurement contractors, may not use criteria that subjects qualified individuals to discrimination on the basis of disability.

The Warren County Department of Human Services shall be responsible for the oversight, dissemination, coordination, and enforcement of procedures related to this policy.

VI. PROCEDURE

Warren County Department of Human Services Division of Administration and its Community Transportation Provider has adopted the following procedures for addressing requests for reasonable modifications of

transportation policies, practices, or procedures made by individuals with disabilities in order to participate in community transportation programs, services and activities

Requests for modifications that have no or little cost and pose no administrative burden, such as assistance in filling out a form for an individual who does not write because of a disability, providing a chair to an individual with a mobility disability who has difficulty standing in line, providing documents in Braille or Large Print, or obtaining a qualified Sign Language Interpreter, may be granted by the Department agency responsible for the program, service or activity.

Individuals seeking/requesting more complex modifications should submit their request in writing to:

Warren County Department of Human Services

Division of Administration

1 Shotwell Drive

Belvidere, NJ 07823

Tel.: 908-475-6331

The request should contain the name, address and telephone number of the individual requesting the modification, location of the program, service, activity or facility where the accommodation is required and a description of why the accommodation is needed.

The request can be submitted in any written format. However, it is recommended that the "*Accommodation Request Form*" (see Attachment A) is used. Alternative means of filing a request, such as personal interviews, phone calls, or taped requests, will be made available for persons with disabilities if unable to communicate their request in writing. This form is available by contacting the above ADA Administrator. Alternative means of filing a request will be made available, upon request.

If the modification is granted, the individual will be notified within 15 days of receipt of the request and no further action will be required by the individual. The request will then be implemented by Warren County Department of Human Services. Should the modification request be denied, the individual will be notified in writing of the decision, along with his or her rights to file a grievance under the Warren County Department

of Human Services Division of Administration in a format acceptable to the individual. A copy of that procedure will be included in the correspondence to the individual.

JanMarie McDyer
Transportation Coordinator
Warren County Department of Human Services

March 2021

Warren County Department of Human Services Division of Administration Services

ACCOMMODATION REQUEST FORM

ACCOMMODATION REQUEST INFORMATION

Warren County Department of Human Services Division of Administration and its Community Transportation Provider does not discriminate on the basis of disability in admission to, or operation of its programs, services, activities or facilities. This form may be used by individuals and their companions with a disability seeking access to transportation services, an activity or facility.

Name: _____

Telephone: _____

Address: _____

Date: _____

The program or facility to which I am requesting access is located at: _____

I am requesting the following accommodation(s):

- Wheelchair Access
- Sign Language Interpretation
- Written Material in Alternate Format (Large Print, Computer Disc)
- Written Material in Braille
- Reader
- Modification of Policy Procedures
- Other

Please provide any other details or information necessary to process this request.

PLEASE RETURN THIS FORM TO:

JanMarie McDyer, Transportation Coordinator
Warren County Department of Human Services
Division of Administration
1 Shotwell Drive
Belvidere, NJ 07823