

NOTICE OF NONDISCRIMINATION AND DISABILITY ACCOMMODATION POLICY

Wright Township does not discriminate on the basis of disability in access to, participation in, or receipt of services, benefits, programs, activities, or employment opportunities provided by the Township.

The Township has designated the Township Manager (or designee) as its Section 504 / ADA Coordinator responsible for coordinating compliance with federal disability nondiscrimination requirements.

Individuals who believe they have been discriminated against on the basis of disability may file a complaint with the coordinator at:

Wright Township
321 S. Mountain Blvd
Mountain Top, PA 18707
Phone: 570-474-9067
Email: pheard@wrighttownship.pa.gov

Individuals requiring reasonable accommodations to participate in Township programs, services, or activities are encouraged to contact the Section 504/ADA Coordinator as early as possible so appropriate arrangements can be made.

WRIGHT TOWNSHIP

Disability Nondiscrimination Grievance Procedure

Purpose

Wright Township establishes this procedure to ensure prompt and equitable resolution of complaints alleging discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA).

Filing a Complaint

Any individual who believes they have been subjected to discrimination on the basis of disability in a Township program, service, activity, or employment practice may file a complaint.

Complaints should include:

- Name and contact information
- Program, service, activity, or employment involved
- Description of the alleged discrimination
- Date and location
- Individuals involved
- Requested resolution (if applicable)

Complaints should be submitted to:

Section 504 / ADA Coordinator

Wright Township

321 S. Mountain Blvd

Mountain Top, PA 18707

Investigation Process

- Receipt acknowledged within **10 business days**
- The Coordinator may consult with Township officials, employees, legal counsel, or other individuals as necessary to conduct a fair and impartial review.
- The review may include interviews, document review, consultation with appropriate Township personnel, and consultation with legal counsel as necessary.

Decision

A written determination will be issued within 30 business days when practicable, unless additional time is necessary due to the complexity of the matter or other circumstances. The complainant will be notified if additional time is required.

Appeal

Complainants may appeal to the Board of Supervisors within **15 calendar days** of the decision.

The Board will issue a written determination regarding the appeal within 60 calendar days of the appeal.

Nothing in this grievance procedure prevents an individual from pursuing other remedies available under federal or state law or from filing a complaint with the appropriate federal or state agency.

Retaliation Prohibited

No individual shall be retaliated against for filing or participating in a complaint.

Scope of Procedure

This procedure applies only to complaints alleging unlawful discrimination on the basis of disability in programs, services, activities, or employment administered by Wright Township as required by applicable federal law. It is not intended to replace or supersede any grievance procedure established by a collective bargaining agreement, personnel policy, civil service law, or other applicable legal process. Matters not involving alleged disability discrimination shall be handled through the appropriate Township policy or applicable legal process.

Additional Information

Individuals who believe they have been subjected to discrimination under a program or activity receiving federal financial assistance may also file a complaint directly with the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR). Complaints should be filed as soon as possible and may be submitted online or by mail in accordance with federal civil rights requirements.

Complaints may be filed online at:

<https://www.ojp.gov/program/civil-rights-office/filing-civil-rights-complaint>

Information regarding civil rights laws, complaint procedures, and the investigative process is available at:

<https://www.ojp.gov/program/civil-rights-office/home>

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Written complaints may also be submitted by mail to:

Office of Justice Programs
Office for Civil Rights
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531
United States

7/7/2026

WRIGHT TOWNSHIP

Disability Nondiscrimination Reporting Form

Name: _____

Contact Information: _____

Date of Complaint:

Describe what happened:

Date/Location:

People involved (if known):

Requested resolution:

Signature: _____ **Date:** _____