



NOTICE OF SANDY TOWNSHIP'S Adoption of Grievance Procedure

Pursuant to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial Assistance.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than sixty (60) calendar days after the alleged violation to:

The Township of Sandy's Section 504 Officer is the Township Manager. The Officer/Manager can be reached by mail at the Sandy Township Building, 1094 Chestnut Ave., P.O. Box 267, DuBois, PA 15801, by phone at (814) 371-4220, by fax at (814) 375-7837, or by email at sarbaugh@sandytownship.net.

Within fifteen (15) calendar days after receipt of the complaint, the Section 504 Officer or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within fifteen (15) calendar days of the meeting, Section 504 Officer or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Township and offer options for substantive resolution of the complaint.


If the response by the Section 504 Officer or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within fifteen (15) calendar days after receipt of the response to the Township Supervisors directly.

Within fifteen (15) calendar days after receipt of the appeal, the Township Supervisors or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the Township Supervisors or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

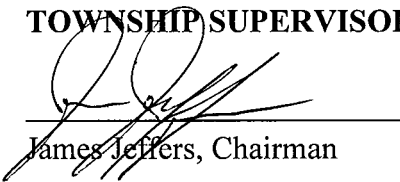
All written complaints received by the Section 504 Officer or his/her designee, appeals to the Township Supervisors, and responses from all parties will be retained by the Township for at least three (3) years.

Adopted by motion this 18th day of November, 2019.

ATTEST:


Township Secretary

**BOARD OF SANDY
TOWNSHIP SUPERVISORS**


James Jeffers, Chairman

(Seal)
