



Public Notice of Nondiscrimination

Notice of Nondiscrimination on the Basis of Disability Under Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973

The Rhode Island Department of Children, Youth, & Families (DCYF) will not discriminate against individuals with disabilities.

Effective Communication

DCYF must effectively communicate with people with hearing, vision, and speech disabilities. People with specific disabilities might communicate in different ways. DCYF will consult with the individual and, in the case of a child, the child and/or the child's parent or other legal guardian, to determine which communication method works best for them, and whenever possible will use that method. DCYF must provide the appropriate type of aid or service to fit the circumstances. Examples of communication aids and services include

- Providing ASL interpreters and Communication Access Real-Time Translation (CART) services to individuals who are hard of hearing.
- Providing documents in Braille or large print.
- Using assistive technology like a video relay service to make contact.
- Ensuring materials provided electronically are compatible with screen readers used by individuals who are visually impaired (e.g., are in Microsoft Word format and have been checked for accessibility).
- Scheduling longer meeting times for parents who use communication boards to assist with speech.
- Note-taking during meetings.

Modifications to Policies and Procedures

DCYF will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to participate in all DCYF programs, services, and activities. For example, individuals with service animals are welcomed in State offices, even where animals are generally prohibited.

Another example would be tailoring parenting skills training to needs of parent/caretaker, such as increasing frequency or providing supplemental training, hands-on instruction, in-home demonstrations, audiovisual materials (e.g., step-by-step reminders), providing plain language training materials at appropriate literacy levels, and providing instruction from persons with disabilities.

Requesting an Aid or Service or a Reasonable Accommodation

Anyone who requires an auxiliary aid or service for effective communication or a reasonable accommodation to participate in a DCYF program, service, or activity, should notify one of the below staff members as soon as possible, preferably 48 hours in advance of the scheduled event:

- The DCYF caseworker or probation officer assigned to a person's case, or their supervisor; or
- The DCYF ADA Coordinator:
dcyf.adacoordinator@dcyf.ri.gov
401-228-6050

The State of Rhode Island will not charge a fee to cover the cost of providing auxiliary aids or services or reasonable policy modifications.

DCYF will not retaliate or take action against you if you ask for an accommodation or file a complaint.

DCYF is not required to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints

Complaints that a DCYF program, service, or activity is not accessible to persons with disabilities should be directed to:

Mike Burk, ADA Coordinator

Department of Children, Youth & Families
101 Friendship St.
Providence, RI 02903
dcyf.adacoordinator@dcyf.ri.gov
401-228-6050

A complaint may be made in writing, via email or over the phone. Information on how to do this can be found [here](#).

While DCYF has an internal ADA grievance procedure, this policy does not in any way prevent any person from filing a complaint of disability discrimination with the U.S. Department of Justice's Civil Rights Division, and/or the U.S. Department of Health and Human Services, and/or the Rhode Island Commission for Human Rights, and/or the Rhode Island Department of the Attorney General's Civil Rights Division.

You can file a disability discrimination complaint with the **U.S. Department of Justice (DOJ), Civil Rights Division:**

- **Online:** Go to [the Department of Justice to Report a Civil Rights Violation online](#)
- **By mail:** Download the [ADA Complaint Form](#)

Send the completed form to:
US DOJ – Civil Rights Division
950 Pennsylvania Ave, NW
4CON, 9th Floor
Washington, DC 20530

You can file a disability discrimination complaint with the **U.S. Department of Health & Human Service, Office of Civil Rights (OCR):**

- **Online:** Go to the [OCR Complaint Portal](#)
- **By mail:** Open and fill out the [Civil Rights Discrimination Complaint Form](#):

Send the completed form to:
Centralized Case Management Operations
U.S. HHS – 200 Independence Ave.,
S.W. Room 509F HHH Bldg.
Washington, DC 20201

If you would like copies of this document in an alternative format or language, please contact the DCYF ADA Coordinator at dcyf.adacoordinator@dcyf.ri.gov.

If you have any questions or need help filing a civil rights complaint:

- Go to [How to File a Civil Rights Complaint](#)
- Or Email OCR at ocrmail@hhs.gov
- Or call OCR at 1-800-368-1019, TDD: 1-800-537-7697

Rhode Island Commission for Human Rights

To file a Disability Discrimination Complaint with the Rhode Island Commission for Human Rights, visit the [How to File a Charge](#) webpage for instructions. You can also [complete an Intake Questionnaire](#) to begin the process of filing a complaint.

180 Westminster Street, 3rd Floor
Providence, RI 02903
Phone: (401) 222-2661
Fax: (401) 222-2616
TTY (Relay RI): (401) 222-2664
<http://www.richr.ri.gov>

Rhode Island Office of the Attorney General

To file a Civil Rights Complaint, visit the [Attorney General's Civil Rights Complaint page](#).

150 South Main Street
Providence, RI 02903
Phone: (401) 222-2661