

TOWNSHIP OF MOUNT OLIVE

DEPARTMENT OF HEALTH



204 Flanders-Drakestown Road
P.O. Box 450
Budd Lake, NJ 07828
Phone: (973) 691-0900
Fax: (973) 691-7681
www.mtolivehealth.org



THE AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act of 1990 (ADA) is landmark federal legislation that opens up services and employment opportunities to the millions of Americans with disabilities. The ADA affects access to employment, state and local government programs and services, transportation, and access to places of public accommodation such as businesses, non-profit service providers, and telecommunications.

MT. OLIVE ADA COMMITMENT AND COMPLIANCE

Mt. Olive Township is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of their disability as provided with the Americans with Disabilities Act.

The Township of Mt. Olive management, and all supervisors and employees share direct responsibility for carrying out our commitment to the ADA. Mt. Olive Township's Business Administrator ensures accountability in this commitment and supports all parts of the organization in meeting their respective ADA obligations. The Business Administrator coordinates internally with all appropriate offices in the investigation of complaints of discrimination and takes a lead role in responding to requests for information about Mt. Olive Township's civil rights obligations and operations.

ADA COMPLAINTS

If you wish to file an ADA complaint of discrimination with Mt. Olive Township, please contact the Business Administrator in writing to: Mt. Olive Township Business Administrator P.O. Box 450 Budd Lake, NJ 07828.

COMPLAINT PROCESS

All ADA complaints of discrimination received by Mt. Olive Township are routed to local area management for prompt investigation and resolution. All complaints received will be investigated so long as the complaint is received within 180 days from the date of the alleged discrimination. Mt. Olive Township will provide appropriate assistance (online and otherwise) to complainants who are limited in their ability to communicate in English or require accommodation. Complainants will be requested to leave contact information for follow-up about their complaints.

Our Vision: Healthy People Making Healthy Choices in a Healthy Environment

Mt. Olive Township aims to complete investigation into all complaints received within 90 days of receipt. In instances where additional information is needed to complete an investigation, the investigator will contact the complainant using the contact information provided. Failure of the complainant to provide contact information or any requested additional information may result in a delay in resolution, or the administrative closure of the complaint. Mt. Olive Township has a zero tolerance policy on discrimination and will take appropriate corrective measures in all instances where a violation of Mt. Olive's non-discrimination policy has been established.

Once a complaint investigation is complete, complainants will receive a notice of finding via their preferred/available mode of contact (phone, US Post, email, etc.). If no contact information is provided, a note regarding the outcome of the investigation will be saved on file for a minimum of three years. Complainants can contact the Township of Mt. Olive at any time to check on the status of their claim.

A complainant may choose to file an ADA complaint directly with the Federal Transit Administration by contacting:

Federal Transit Administration
Office of Civil Rights
Attention: Complaint Team
East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

For additional information on Mt. Olive Township's non-discrimination obligations and other responsibilities related to ADA, please call the Business Administrator at 973-691-0900 or write to:

Mt. Olive Township
Attn: Business Administrator
P.O. Box 450
Budd Lake, NJ 07828