



## NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the New York State Office of Victim Services (OVS) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** OVS does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

**Effective Communication:** OVS will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in OVS' programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** OVS will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in OVS' offices, even where pets are generally prohibited.

To provide sufficient time to meet the request, it is preferred that anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of OVS, contact OVS' ADA Coordinator, Kimberly M. Carr, 80 South Swan St., Albany, NY 12210, tel. 518-457-2409, email: [Kimberly.Carr@dcjs.ny.gov](mailto:Kimberly.Carr@dcjs.ny.gov), as soon as possible but no later than 10 business days before the scheduled event. OVS will make every effort to fulfill requests submitted before a scheduled event. The date, time, and anticipated duration of the OVS activity must be included in any request in addition to any other details that might be useful in accommodating participation.

The ADA does not require the OVS to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden. OVS is bound by state procurement laws and regulations in obtaining such services and types of services may be limited based upon availability. OVS will make every effort to fulfill requests as submitted.

Complaints that a program, service, or activity of OVS is not accessible to persons with disabilities should be directed to OVS' ADA Coordinator, Kimberly M. Carr, 80 South Swan St., Albany, NY 12210, tel. 518-457-2409, email: [Kimberly.Carr@dcjs.ny.gov](mailto:Kimberly.Carr@dcjs.ny.gov).

OVS will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.