



MEMORANDUM

To: State of Ohio Agency ADA Coordinators

From: James Clinkscale, State ADA Coordinator

Date: February 9, 2022

Subject: ADA Title II and Disability Inclusion Notice

Attention Agency ADA Coordinators:

The State ADA Coordinator has issued a new [Disability Inclusion Access Poster](#) for ADA Title II notice requirements for IMMEDIATE posting to be completed on or before **3/31/2022**.

Why is this Required?

The Americans with Disabilities Act (ADA) requires public entities to provide notice about the ADA, including how it applies to the services, programs, or activities of the agency and that it prohibits disability discrimination. See Americans with Disabilities Act, [28 CFR 35.106](#).

Ohio is a disability inclusion state and [Ohio Executive Order 2019-03D](#) requires state agencies to encourage and support individuals with disabilities to fully participate in social, economic, and employment activities of the State. This Notice increases accessibility and allows effective inclusion of individuals with disabilities.

What You Need to Do:

- Download the Notice** – Download and save the Notice to your files on your computer. Open the saved copy. Fill in the section for your Agency Name and Contact Information. Save that version to your computer.
- Print the Notice** – The Notice should be printed on 11x17 inch paper preferably in color, but black and white is acceptable. See the *Where to Post* section for physical location suggestions.
- How to upload to the website** – Upload the completed Notice to your website. See the *Where to Post* section for website location suggestions.
- Inform Staff** – Inform your frontline staff of the required Notice and train them on their responsibility. See the *Training for Frontline Staff* section for more information.

- ❑ **Compliance:** Document and upload proof of your compliance with screenshots and photos to SharePoint on the [DEI Strategic Planning Worksite](#) in your Agency's Folder.

Where to Post: The Notice should be displayed in locations that are accessible to the public (public meeting spaces, customer service centers, public offices, or event centers) **AND** linked on your public website.

- ❑ **Public Spaces in Shared Space Buildings:** For State-owned buildings with multiple tenants, DAS will be responsible for hanging the poster in the lobbies and in common areas (example SOT Floor 18). You are responsible for hanging the poster in lobbies or areas under your control in the building. If you control a State building as a sole tenant or owner (example DRC, BWC, MHA, DODD, DNR) you are responsible for the entire building.
- ❑ **Rented Buildings:** If your office is in a building that is rented or has space in a rented building, you will hang the poster in the spaces controlled under the rental agreement by your agency (example the Lazarus building).
- ❑ **Public Website:** You will post the electronic Notice in a location that makes sense for how the public interacts with your website. Many of you will put it with the information for your ADA Coordinator or a location where the public would click for services.
- ❑ **Training for Frontline Staff:** Ensure your frontline staff understands the Notice, their responsibility to assist someone that may ask them for help to obtain a reasonable accommodation, and where to get support for such requests (i.e., from your Agency ADA Coordinator). If you need help developing a training or want your memo reviewed, please contact the Ohio Disability Inclusion Team.

Disability Inclusion Language on Meeting or Event Announcements: It is required that you use the Disability Inclusion Language on all of your agency's public trainings, meetings, events invitations, including job postings¹. Here is the language you must use:

[Insert Agency Name] is committed to providing access and inclusion and reasonable accommodation in its services, activities, programs, and employment opportunities in accordance with the Americans with Disabilities Act (ADA) and other applicable laws. To request a reasonable accommodation due to a disability please contact [Insert name, title, telephone number-text capable and/or TTY, and email] no later than [insert date – recommend a minimum of 14 days before your event.]

¹ The SHRD, Office of Talent Management is working to update the job posting template, so this language is automatically included.

Note on the New Grievance Process: The State ADA Policy will require an internal grievance process on reasonable accommodation requests pursuant to Title II. More details and guidance will be coming after the Policy is approved. Check out the [Model ADA Grievance Form](#).

- **Optional.** Agencies that currently utilize a Grievance form and process may adopt and use the attached form.

Other Resources:

- [ADA Notice Training](#) video from 2/2/2022
- [ADA Notice Requirement Learner Guide](#) from Training on 2/2/2022 – *please view updated guide with supplementary information on DI Notice Requirements, Definitions, and Examples.*
- ODI website: [Enterprise Resources and Training Supports](#)
- [Executive Order 2019-03D](#)

Contact the Disability Inclusion Program Team for questions and additional assistance
Email - odi@das.ohio.gov

James Clinkscale

State ADA Coordinator
Office of Diversity, Equity, & Inclusion
State Human Resources Division
Website: <https://das.ohio.gov/odi>
614-728-2648 **Office** (voice)
614-381-1671 **Mobile** (Voice and Text)
711 (then dial) 614.381.1671 (**TTY Calls**)
james.clinkscale@das.ohio.gov

Chelsea Wonski

Disability Inclusion Enterprise Policy and
Training Coordinator
Office of Diversity, Equity, & Inclusion
State Human Resources Division
Website: <https://das.ohio.gov/odi>
740-391-3009 Mobile (Text and Voice)
711 (then dial) 740-391-3009 (**TTY Calls**)
chelsea.wonski@das.ohio.gov