

Ozark Valleys Community Services ADA Complaint Procedures

If you have a complaint about the accessibility of our transit system or service, or believe you have been discriminated against because of your disability, you can file a complaint. Please provide all facts and circumstances surrounding your issue or complaint so we can fully investigate the incident.

How do you file a complaint?

You can call us, download and use our ADA complaint form at www.ovcsmo.org, or request a copy of the form by writing or phoning 310 South Shepherd St. Ironton, MO 63650 - 573-546-2418.

You may file a signed, dated and written complaint no more than 180 days from the date of the alleged incident. The complaint should include:

- Your name, address and telephone number. (See Question 1 of the complaint form.)**
- How, why, and when you believe you were discriminated against. Include as much specific, detailed information as possible about the alleged acts of discrimination, and any other relevant information. (See Questions 6, 7, 8, 9, 10, and 11 of the complaint form.)**
- The names of any persons, if known, whom the director could contact for clarity of your allegations. (See Question 11 of the complaint form.)**

Please submit your complaint form to address listed below:

Holly Turner

Ozark Valleys Community Services, Inc.

310 South Shepherd Street

Ironton, MO 63650

Do you need complaint assistance?

If you are unable to complete a written complaint due to a disability or if information is needed in another language we can assist you. Please contact us at (phone number) or (email address).

How will your complaint be handled?

Ozark Valleys Community Services investigates complaints received no more than 180 days after the alleged incident. Ozark Valleys Community Services will process complaints that are complete. Once a completed complaint is received, Ozark Valleys Community Services will review it to determine if Ozark Valleys Community Services has jurisdiction.

Ozark Valleys Community Services will generally complete an investigation within 90 days from receipt of a complaint. If more information is needed to resolve the case, Ozark Valleys Community Services may contact you. Unless a longer period is specified by Ozark Valleys Community Services, you will have ten (10) days from the date of the request to send the requested information. If the

requested information is not received, Ozark Valleys Community Services may administratively close the case. A case may also be administratively closed if you no longer wish to pursue it.

After an investigation is complete, (your agency's name) will send you a letter summarizing the results of the investigation, stating the findings and advising of any corrective action to be taken as a result of the investigation. If you disagree with Ozark Valleys Community Services determination, you may request reconsideration by submitting a request in writing to Ozark Valleys Community Services director (or the appropriate title) within seven (7) days after the date of Ozark Valleys Community Services letter, stating with specificity the basis for the reconsideration. The director (or the appropriate title) will notify you of the decision either to accept or reject the request for reconsideration within ten (10) days. In cases where reconsideration is granted, the director (or the appropriate title) will issue a determination letter to the complainant upon completion of the reconsideration review.

Do I have other options for filing a complaint?

We encourage that you file the complaint with us. However, you may file a complaint with the Missouri Department of Transportation or the Federal Transit Administration.

Missouri Department of Transportation
External Civil Rights Division
Title VI Coordinator
1617 Missouri Blvd.
P. O. Box 270
Jefferson City, MO 65102-0270
www.modot.org

Federal Transit Administration
Office of Civil Rights
1200 New Jersey Avenue SE
Washington, DC 20590