

**SUBJECT:** Nondiscrimination in Services

**TO:** Parents/Guardians

**FROM:** Sherea Davis

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious, creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment, redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/student/(and or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

**A CHILDS FIRST STEP II**

6727 N Broad St

Phila. Pa. 19126

**Department of Public Welfare**

Bureau of Equal Opportunity

Room 223, Health & Welfare Building

PO BOX 2675

Harrisburg, Pa. 17105

**PA Human Relations Commission**

Philadelphia Regional Office

110 N. 8<sup>th</sup> Street, Suite 501

Philadelphia, Pa. 19107

**U.S Department of Health & Human Services**

Office of Civil Rights

Suite 373, Public Ledger Bldg.

150 South Independence Mall West

Philadelphia, Pa. 19106-911

**Commonwealth of Pennsylvania**

DPW Bureau of Equal Opportunity

Southeast Regional Office

801 Market Street, Suite 5034

Philadelphia, Pa. 19107

**Parent Signature:** \_\_\_\_\_