

Pearl Ferguson, MOL, MHA  
Director

***Cass County Human Service Zone***  
**SECTION 504 GRIEVANCE PROCEDURE**

Administration  
701-241-5747

Adult Services  
701-241-5747

Fax: 701-239-6821

Family & Children Services  
701-241-5765

Fax: 701-241-5775

**P.O. Box 3106**  
**Fargo, ND 58108**



Economic Assistance  
701-241-5761

Fax: 701-239-6820

**P.O. Box 2986**  
**Fargo, ND 58108**

ND Relay  
1-800-366-6889 (Voicemail)  
1-800-366-6888 (Text)

Cass County Government Annex  
1010 2<sup>nd</sup> Avenue South  
Fargo, ND 58103

It is the policy of Cass County Human Services not to discriminate on the basis of disability. Cass County Human Services has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Cindy Stoick, ADA/Section 504 Coordinator, 701-241-5736, who has been designated to coordinate the efforts of Cass County Human Services to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for Cass County Human Services to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Please see the following page for steps to be completed in the grievance process.

**Procedure:**

- Grievances must be submitted to the Section 504 Coordinator within fifteen (15) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of Cass County Human Services relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Cass County Human Service Zone Board of Directors within 15 days of receiving the Section 504 Coordinator's decision. The Cass County Human Service Zone Board of Directors shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

Cass County Human Services will make appropriate arrangements to ensure that persons with disabilities are provided accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.