

John O'Leary
Executive Director

Christopher J. Nasto
Board President



The Americans with Disabilities Act (ADA) Complaints

Githens Center is committed to ensuring that no person is excluded from participation in or denied the benefits of its service on the basis of their disability as provided by the Americans with Disabilities Act.

All Githens Center employees share responsibility for carrying out Githens Center commitment to the ADA. Githens Center's Executive Director ensures accountability in this commitment, and supports all parts of the organization in meeting their ADA obligations. The Executive Director coordinates internally with all offices involved in the investigation of complaints of discrimination, and takes a lead role in responding to requests for information about Githens Center civil rights obligations and operations.

If you wish to make an ADA complaint of discrimination with Githens Center please contact:

John O'Leary, Executive Director

40 Cedar Street

Mount Holly, NJ 08060

(609) 261-1667

All ADA complaints of discrimination received by Githens Center are routed to local area management for prompt investigation and resolution. All complaints received will be investigated, as long as the complaint is received within 180 days from the date of the alleged discrimination. Githens Center will provide appropriate assistance to complainants who are limited in their ability to communicate or require accommodation. Complainants will be requested to leave contact information for follow-up about their complaints.

Githens Center attempts to complete investigations into all complaints received within 90 days of receiving the complaint. In instances where additional information is needed to complete an investigation, the investigator will contact the complainant. Failure of the complainant to provide contact information or any additional information may result in a delay of resolution, or the closure of the complaint. Githens Center has a zero tolerance policy on discrimination and will take appropriate corrective action in all instances where a violation of Githens Center non-discrimination policy has occurred.

Githens Center (Burlington County Cerebral Palsy Association)

40 Cedar Street Mount Holly, NJ 08060 (609) 261-1667 Fax: (609) 261-1844 GithensCenter.org

A United Way Partner Agency

Once an investigation is complete, complainants will receive a notice of the findings via their preferred mode of contact. If no contact information is provided, a note regarding the outcome of the investigation will be maintained on site at Githens Center for a minimum of 3 years. Complainants can contact Githens Center at any time to check on the status of their complaint.

A complainant may choose to file a Title VI complaint with the Federal Transit Administration by contacting the Administration at:

Federal Transit Administration

Office of Civil Rights

Attn: Complaint Team

East Building, 5th Floor- TCR

1200 New Jersey Avenue, SE

Washington, DC 20590

For additional information on Githens Center's non-discrimination obligations and other responsibilities related to the ADA, please call 609-261-1667 or write to:

Githens Center

40 Cedar Street

Mount Holly, NJ 08060