

## Disability Awareness Training Notification Requirements

### ADA Notification Statement

- Must be posted in all areas where the public is served. This includes service counters, bulletin boards, or any other common area that serves the public.
- It must identify the County ADA Coordinator, and explain the process for filing complaints regarding public access to County programs and services, and discrimination in its hiring or employment practices.
- The ADA Notification Statement is available on the Human Resources Department/Disability Access Office webpage at: [ADA Notification Statement](#)

### Documents Produced for the Public

- The County must offer to make public information available in alternative formats such as Braille, electronic files, audio tape, or large print. These must be offered at no additional cost to the public.
- This communication must be on all documents produced for the public. The language can be as simple as, **“Alternative formats available upon request to individuals with disabilities.”**

### Public Meetings and Hearings

- Event notices such as, notices/brochures for educational offerings, public hearings, BOS meetings, and other events offered to the public or County employees must include a statement of the availability of reasonable accommodation. This language can be as simple as, **“If you require reasonable accommodation, please contact name at phone or email by date (e.g., 2 weeks prior).”**

***Remember that with regard to notification to the public, the County’s intent is to clearly communicate its obligation to level the playing field and provide equal access to its programs and services for individuals with disabilities, in compliance with the law.***