



**300 Kennedy Drive
Hauppauge, NY 11788**

Notifying the Public of Rights under The Americans With Disabilities Act (ADA)

The Head Injury Association operates its programs and services without regard to disabilities, in accordance with The Americans with Disabilities Act (ADA).

To obtain additional information about your rights under The Americans with Disabilities Act (ADA), contact Valerie Schaefer, Human Resources Director at The Head Injury Association. Phone (631)543-2245 ext. 8728 or email vschaefer@headinjuryassoc.org.

If you believe you have been discriminated against on the basis of disability by The Head Injury Association, you may file an ADA complaint by completing, signing, and submitting the agency's ADA Complaint Form.

How to file an ADA complaint with The Head Injury Association:

1. To obtain a Complaint Form from The Head Injury Association, contact Valerie Schaefer, Human Resource Director at The Head Injury Association 300 Kennedy Drive, Hauppauge, NY 11788. Phone (631)543-2245 ext. 8728 or email vschaefer@headinjuryassoc.org.
2. In addition to the complaint process at The Head Injury Association, complaints may be filed directly with the US Equal Employment Opportunity Commission, 131 M Street NE, Washington, DC 20507.
3. Complaints must be filed within 180 days following the date of the alleged discriminatory occurrence and should contain as much detailed information about the alleged discrimination as possible.
4. The form must be signed and dated, and include your contact information.

If information is needed in another language, contact (631)543-2245.

Si se necesita informacion en otro idioma de contacto, (631)543-2245 ext. 8728.