

## Section 504 Policy and Procedures

### 504 Policy:

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in programs and activities conducted by the federal Department of Housing and Urban Development (HUD) or that receive financial assistance from HUD.

It is the policy of Legal Aid Society of San Diego (LASSD) not to discriminate on the basis of disability. LASSD 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 Daniel Benson, Managing Attorney, Section 504 Coordinator who has been designated to coordinate the efforts of LASSD to comply with Section 504.

Any person with a disability who feels himself or herself a victim of discrimination in a HUD-funded program or activity may file a grievance under this procedure. It is against the law for LASSD to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

### Grievance procedure:

Grievances must be submitted to the Section 504 Coordinator within **120 days** of the date the person filing the grievance becomes aware of the alleged discriminatory action. A complaint must indicate 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 their 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 LASSD 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 CEO/Executive Director/Chief Counsel within 15 days of receiving the Section 504 Coordinator's decision. The CEO/Executive Director/Chief Counsel shall issue a written decision in response to the appeal no later than 30 days after its filing.

LASSD will make appropriate arrangements to ensure that disabled persons are provided other 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.