

**Benton Township
Grievance Procedure under
The Americans with Disabilities Act**

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (“ADA”). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by Benton Township.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Janet O’Brien, ADA Coordinator
Administrative Assistant of Benton Township
40020 N. Green Bay Road
Beach Park, IL. 60099

Within 15 calendar days after the receipt of the complaint, Janet O’Brien or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Janet O’Brien or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print or audiotape. The response will explain the position of Benton Township and offer options for the substantive resolution of the complaint.

If the response by Janet O’Brien or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after the receipt of the response to Supervisor Larry Booth or her designee.

Within 15 calendar days after receipt of the appeal, Supervisor Larry Booth or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Supervisor or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Janet O'Brien or her designee, appeals to Supervisor Larry Booth or her designee, and responses from these two offices will be retained by Benton Township for at least three years.