

ARTS ARE ESSENTIAL, INC. ADA STATEMENT

Arts Are Essential, Inc. strives to present inclusive and accessible programs that will enable ALL participants to fully engage. To request an accommodation or inquire about accessibility, please contact Jean Butler, AAE President and ADA Coordinator, at jean@arts-are-essential.org or call 978-263-0108.

ARTS ARE ESSENTIAL, INC. ADA GRIEVANCE PROCEDURE

Complaints should be made in writing concerning discrimination on the basis of disability by Arts Are Essential, Inc. They should include: name, address, phone number, email address of complainant and location, date, and description of the problem.

Please send to:

Jean Butler, ADA Coordinator
Arts Are Essential, Inc.
PO Box 2797, Acton MA 01720.

Alternative means of filing complaints, such as a personal interview, taped recording or email, etc. will be made available for persons with disabilities upon request. Any complaint should be made within 60 calendar days of the alleged violation.

Jean Butler will contact the complainant within 15 calendar days after receipt of the complaint to discuss the complaint and will respond in writing within 15 days of the discussion.

Reporting Non Compliance to the ADA

You can reach the ADA Information Line at 800-514-0301 (voice) or 1-833-610-1264 (TTY).