****

**Notice Regarding the Americans with Disabilities Act (ADA)**

STEPS, INC

In accordance with Title II of the Americans with Disabilities Act (ADA) of 1990 and related Virginia law, STEPS, INC. will not discriminate against qualified individuals with disabilities in its services, programs, or activities.

**Requests for accommodations or auxiliary aids**
If you have a disability and need a reasonable accommodation to access any service, program, or facility of STEPS, INC., including auxiliary aids or services for effective communication, you may contact:

ADA Coordinator: Cynthia Saunders, Vice President of Compliance

Address: 225 Industrial Park Road, Farmville VA 23901

Phone: 434-315-5909 x 209

Email: csaunders@steps-inc.org

Please make requests as soon as possible. Alternative formats of this notice are available upon request.

**Modifications of policies and procedures**
STEPS, INC. will make reasonable modifications to its policies and procedures to avoid discrimination unless doing so would cause an undue financial or administrative burden or fundamentally alter the nature of the program.

**Complaints / Grievance Procedure**
If you believe you have been subjected to discrimination under the ADA by STEPS, INC., you may file a complaint using the ADA Complaint Form and turning in all documentation to the Vice President of Compliance.

**No surcharge**
STEPS, INC. will not place a surcharge on any individual with a disability to cover the cost of providing auxiliary aids, services, or modifications required by ADA.