



## COUNTY OF HUMBOLDT ADA CORRECTIVE ACTION NEEDED

To file a notice of ADA corrective action needed regarding a County facility, program, or event, complete this form and submit it to Karen Clower, ADA Coordinator at 825 5<sup>th</sup> St., Room 112, Eureka, CA 95501, or by email at [ADA@co.humboldt.ca.us](mailto:ADA@co.humboldt.ca.us). Investigation of all notices will be handled in an expedited fashion. Questions regarding this process or the County's policy on nondiscrimination on the basis of disability may be directed to Human Resources at (844) 365-0352.

Date:

Name of Person Filing Complaint:

Mailing Address:

Contact Phone Number:

*If form is completed by employee on behalf of complainant:*

Name of Employee Taking Complaint:

Work Phone Number:

The individual filing the complaint is:  Disabled  A relative or associate of a disabled individual

Complaint is regarding:  Employment  Access to Programs & Services  Public Accommodations

Time, Date, and Location of Complaint Issue (If complaint is regarding Public Accommodations, also provide the department name, building address & a description of the specific area of concern):

Description of Complaint Issue (Provide as much detail as possible, including the names of any County employees involved or other witnesses if known):

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### COUNTY USE

Date Received:

Complaint #:

Responsible Department:

HR Notes: