

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.

**Policy Title:**

Admission EEOC Policy

Chapter:

Chapter 9 Adult Services

Effective Date:

7/1/1992

Revision Date:

11/25/2008

Policy Number:

Executive Director

SCOPE:

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

INTRODUCTION:

1. Admissions, the provision of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.
2. Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.
3. Any client, parent(s), or resident (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Director of Human Resources
Keystone Community Resources /
Keystone Independent Living
100 Abington Executive Park, Suite B
Clarks Summit, PA 18411
Telephone: (570) 702-8000
Fax: (570) 702-8097

PA Human Relations Commission
Pennsylvania Place, Suite 300
301 Chestnut Street
Harrisburg, Pa 17101-2702
Telephone: (717) 787-4410
Fax: (717) 787-0420 / (717) 772-4340

Department of Public Welfare
Bureau of Equal Opportunity
Room 223 Health & Welfare Bldg.
PO Box 2675
Harrisburg, Pa 17105-2675
Telephone: (717) 787-9695
Fax (717) 772-4366

U.S. Department of Health & Human Services
Office of Civil Rights
Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, Pa 19106-1911
Telephone: (215) 861-4441
TDD (215) 861-4440; 1-800-368-1019

DPW Bureau of Equal Opportunity
Northern Regional Office
Room 331 Scranton State Office Bldg.
100 Lackawanna Avenue
Scranton, Pa 18503-1923
Telephone: (570) 963-4342
Fax (570) 963-3370

DISCUSSION: