

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES  
BISMARCK, NORTH DAKOTA  
September 16, 2013**

**IM 5187**

**TO:** County Social Service Directors  
Economic Assistance Policy Regional Representatives  
Economic Assistance Policy Quality Control Reviewers

**FROM:** Julie Schwab, Director, Medical Services  
Carol Cartledge, Director, Economic Assistance Policy

**SUBJECT:** Non-Discrimination

**PROGRAMS:** All Programs

**EFFECTIVE:** Immediately

**RETENTION:** Until Manualized

**SECTIONS  
AFFECTED:** 448-01-20-05

This IM is being issued to update the telephone numbers and addresses of the civil rights officers.

**General Statement 448-01-20-05**

Programs and services administered and supervised by the Department, directly or through contractual agreements, must be made available without regard to race, color, religion, national origin, age, sex, political beliefs, disability, or status with respect to marriage. These programs and services must also be accessible to persons with disabilities and comply with:

- Title I and Title II of the Americans with Disabilities Act of 1990 as amended
- Section 504 of the Rehabilitation Act of 1973 as amended
- Title VI of the Civil Rights Act of 1964 as amended
- Age Discrimination Act of 1975 as amended

- North Dakota Human Rights Act of 1983

Policies on non-discrimination can be found in 300-01 – Non-Discrimination to Client, located on the County Intranet in the ‘Legal’ folder.

Persons needing accommodation or who have questions or complaints regarding the provision of services according to these Acts may contact the following Civil Rights Officers:

<p>Program Civil Right Officer <u>or ADA/Section 504 Coordinator</u>          North Dakota Department of Human Services          Legal Advisory Unit's          600 E Boulevard Avenue Dept 325          Bismarck, ND 58505-0250          701-328-2311          TTY 1-800-366-6888          FAX 701-328-2173</p>	<p>U.S. Department of Health and Human Services          Office for Civil Rights, Region VIII  <u>999 18<sup>th</sup> Street, Suite 417</u>  <del>1961 Stout Street</del>  <del>Federal Office Building, Room 1426</del>          Denver, Colorado <del>80202 80294</del>  <u>1-800-368-1019</u>  <del>303-844-2024</del>          TTY <u>1-800-537-7697</u> <del>303-844-3439</del>          FAX 303-844-2025</p>
<p>U.S. Department of Agriculture  <u>Director, Office of Adjudication</u>  <del>Assistance Secretary of Civil Rights Office</del>          1400 Independence Avenue SW <del>Room 240-W</del>          Washington, D.C. 20250  <u>1-866-632-9992</u>  <del>1-800-795-3272 or 202-720-3808</del>          TTY <u>800-877-8339</u> <del>202-401-0216</del>          FAX <u>202-690-7442</u> <del>202-720-8046</del></p>	<p>U.S. Department of Health and Human Services          Office of Civil Rights          200 Independence Avenue SW          HHH Building, Room 509-F          Washington, D.C. 20201          202-619-0403          TTY 1-800-537-7697          FAX 202-619-3437</p>

A valid civil rights complaint must be in writing and include the name of the individual or organization against whom the complaint is made; the basis of the discrimination, e.g. race, age, religion, national origin, color, gender, disability or status with respect to marriage or public assistance; and the reason for the complaint (details of when, where, and how the alleged discrimination occurred).