

# The Texas Health and Human Services (HHS) agencies will not discriminate because of disability.

### **Communication Assistance**

Anyone can ask for help to communicate with HHS agencies and participate in HHS programs and services. Assistance may include sign language interpreters; documents in Braille, large print, or electronic format; readers and computer screen readers; and many other types of services or equipment.

To ask for help, contact the HHS agency as soon as possible, but no later than 48 hours before a planned appointment or activity with the HHS agency.

HHS agencies and their contractors will provide help free of charge, as necessary.

## **Changes in Procedure**

HHS agencies can change procedures so members of the public have an equal chance to receive services, unless doing so would cause a financial or administrative difficulty. For example, people with service animals are welcome in HHS offices, even when pets are usually not allowed.

# **Employment**

HHS agencies do not discriminate because of disability in their hiring or employment practices.

#### **ADA Coordinator**

The Director of the HHSC Civil Rights Office is the ADA Coordinator for the HHS agencies.

# To File a Complaint

To file a complaint that an HHS program or service is not accessible, you can contact:

#### **Assistant Director - Civil Rights Office**

Texas Health and Human Services Commission

P.O. Box 149030, MC W-206

Austin, TX 78714-9030

Toll Free: (888) 388-6332

TTY Toll Free: (877) 432-7232

Fax: (512) 438-5885

E-mail: HHSCivilRightsOffice@hhsc.state.tx.us

