



**ADA Grievance Policy  
The Americans with Disabilities Act  
Grievance Procedure for Blueprint 2000 Services, Programs,  
Activities or Facilities**

Blueprint 2000 established the following internal procedure to ensure the prompt and equitable resolution of complaints alleging discrimination on the basis of disability in the provision of services, programs, activities or facilities. This grievance procedure is adopted pursuant to the regulations implementing Title VI of the Americans with Disabilities Act (ADA), as amended. 28 C.F.R. § 35.107

Complaints related to Blueprint 2000 services, programs, activities or facilities should be addressed to:

**ADA Designated Coordinator**  
Shelonda Meeks, Office Administrator  
2727 Apalachee Parkway, Suite 200  
Tallahassee, FL 32301  
(850) 219-1060  
7-1-1 (TDD & Voice), via Florida Relay Service

**GRIEVANCE PROCEDURE**

1. All complaints shall include:

*Name, address and contact number of the person(s) making the complaint;*

*Names, addresses and contact numbers of witnesses;*

*A narrative or statement describing the alleged violation of the ADA, including date and time of the alleged violation and Blueprint 2000 program or facility where the alleged violation occurred;*

*A narrative or statement identifying the recommended corrective actions to solve the alleged violation(s); and*

*Any other documentation that may provide an additional explanation or identification of the alleged violation.*

2. All complaints shall be filed no later than 180 days from the date of the alleged discrimination, unless the time for filing is extended by the designee upon a showing of good cause.
3. Within fifteen (15) calendar days after receipt of the complaint, the ADA designee will meet with the complainant to discuss the complaint and possible resolution.
4. Within thirty (30) calendar days of the meeting, the ADA Administrator or designee will complete an investigation/review of the allegations and respond in writing to the person(s) who filed the complaint. Where appropriate, the written response will be in a format accessible to the person(s) who filed the complaint, such as large print, Braille, compact disc (CD) or audio tape. The response will explain the position of the Blueprint 2000 and offer options for substantive resolution of the complaint.
5. The person(s) who filed the complaint may appeal the written response if it does not satisfactorily resolve the issue. Appeals must be submitted in writing, or where appropriate, in a format accessible to the person(s) who filed the complaint, within fifteen (15) calendar days after receipt of written response from the ADA designee.
6. Within fifteen (15) calendar days after receipt of the appeal, the designee will meet with complainant to discuss the appeal and possible resolutions.
7. Within fifteen (15) calendar days after the meeting, the designee will respond in writing, and where appropriate, in a format accessible to the person(s) who filed the complaint, with a final resolution.

This Grievance Procedure shall be construed to protect the substantive rights of interested persons and to assure that Blueprint 2000 meets the spirit and guidelines of the Americans with Disabilities Act, as amended.

***Note: Alternative means of filing complaints, such as personal interviews or a recording of the complaint will be made available for persons with a disability(s) upon request.***

Revised May 2015