



**SECTION 504 GRIEVANCE PROCEDURE for  
The County of Adams  
OBO Borough of Gettysburg  
OBO Borough of Littlestown**

It is the policy of the County of Adams/OBO Borough of Gettysburg/OBO Borough of Littlestown not to discriminate on the basis of disability. The County of Adams/OBO Borough of Gettysburg/OBO Borough of Littlestown has adopted an internal grievance procedure that providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance.

An individual who believes he or she has been subjected to discrimination on the basis of disability as a recipient of federal assistance may file a grievance under this procedure. It is against the law for The County of Adams/OBO Borough of Gettysburg/OBO Borough of Littlestown to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

**Procedure:**

The following steps will be undertaken by The County of Adams/OBO Borough of Gettysburg/OBO Borough of Littlestown when an individual chooses to file a grievance relating to a federally funded program or activity where he or she believes they have been discriminated against on the basis of disability.

1. Any individual choosing to file a formal grievance may obtain a form from the Section 504 Officer, Robert Thaeler by calling (717) 337-9824, or TTY 7-1-1 or by emailing [rthaeler@adamscountypa.gov](mailto:rthaeler@adamscountypa.gov) or by visiting the County of Adams website at [www.adamscountypa.gov](http://www.adamscountypa.gov).
2. Grievances must be submitted to the Section 504 Officer within 180 days of the alleged discriminatory act unless good cause can be shown for delay.
3. Complaints must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
4. The Section 504 Officer (or his or her designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Officer will maintain the files and records of The

County of Adams/OBO Borough of Gettysburg/OBO Borough of Littlestown relating to such grievances.

5. The Section 504 Officer will issue a written decision on the grievance no later than 15 days after its filing.
6. The individual filing the grievance may appeal the decision of the Section 504 Officer by writing to County of Adams Chief Elected Official Randy Phiel, within 15 days of receiving the Section 504 Officer's decision. The Chief Elected Official shall then issue a written decision in response to the appeal no later than 15 days after its filing.
7. In the event that the person filing the grievance is not satisfied with the County of Adams Chief Elected Officials decision, he or she can file a complaint of discrimination on the basis of disability with the following agency:

U.S. Department of Housing and Urban Development  
FHEO/Region III Office Mid-Atlantic Office  
100 Penn Square East, 12th Floor  
Philadelphia, PA 19107-3380  
(215) 861-7643  
Fax: (215) 656-3449  
TTY: (800) 927-9275  
Email: PA\_webmanager@hud.gov

The County of Adams/OBO Borough of Gettysburg/OBO Borough of Littlestown will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing recorded/auditory material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Officer will be responsible for such arrangements.

Individuals with Limited English Proficiency who are interested in filing a grievance may call, email or write to The County of Adams/OBO Borough of Gettysburg/OBO Borough of Littlestown in their native language. The County of Adams/OBO Borough of Gettysburg/OBO Borough of Littlestown will be responsible for translation and responding in the same language. The County of Adams/OBO Borough of Gettysburg/OBO Borough of Littlestown has access to telephone-based services that can translate upon demand for a phone call or meeting.

Approved & Adopted: March 20, 2024

  
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Signature of Randy Phiel, Chief Elected Official