Department of Revenue Services

STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES

OFFICE OF THE COMMISSIONER

AMERICANS WITH DISABILITIES ACT
POLICY STATEMENT

The Department of Revenue Services does not discriminate on the basis of disability in the administration of, or access to, its programs, services or activities. Under this policy statement a person with a disability is defined as follows:

- Has a physical or mental impairment that substantially limits one or more major life activities; or
- Has a record or history of such an impairment; or
- Is perceived or regarded as having such an impairment

Major Life Activities (MLA) include but are not limited to "major bodily functions" such as functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, circulatory, respiratory, endocrine, hemic, lymphatic, musculoskeletal, special sense organs and skin, genitourinary, cardiovascular systems, and reproductive functions.

MLAs also include caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Whether or not the impairment substantially limits a major life activity is made on an individual basis and is not based on the existence of a condition or impairment, but rather by its impact on the individual.

The Department will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcome in DRS offices, even where pets are generally prohibited. All programs, services and activities shall be provided in the most integrated setting possible. Individuals who need auxiliary aids for effective communication in Department programs and services are invited to make their needs and preferences known to the ADA Coordinator. Questions, concerns, complaints or requests for information or assistance regarding the Americans with Disabilities Act may be forwarded to the Department's ADA Coordinator.

As the Commissioner of Revenue Services, I have designated the following individuals to coordinate Department compliance with the non-discrimination requirements of Section 35.107 of the Department of Justice regulations:

Penny B. Potter
EEO Manager/ADA Coordinator
Department of Revenue Services

Aimee P. Plourde
Human Resources Administrator
Department of Revenue Services

450 Columbus Blvd. Suite 1
Hartford, CT 06103
Telephone: (860) 297-5708
Penny.potter@po.state.ct.us

450 Columbus Blvd. Suite 1
Hartford, CT 06103
Telephone: (860) 297-5701
Aimee.Plourde@po.state.ct.us

If, as an employee of DRS or applicant, you feel that you may need a reasonable accommodation as a result of your disability to allow you to perform the essential functions of your position, please follow the attached Americans with Disabilities Act Employee Procedure for Requesting a Reasonable Accommodation. The Discrimination, Sexual Harassment, and ADA Complaint Procedure is the internal method for filing grievances or complaints involving ADA.

John Biello
Acting Commissioner of Revenue Services

1/24/2020
Date