



DEPARTMENT of CHILDREN and FAMILIES
Making a Difference for Children, Families and Communities



Vannessa L. Dorantes
Commissioner

Ned Lamont
Governor

Memorandum

To: All DCF Staff

From: Commissioner Vannessa Dorantes

Date: July 17, 2023

Re: Americans With Disabilities Act For DCF Employees

AMERICANS WITH DISABILITIES ACT FOR DCF EMPLOYEES

PURPOSE

The Department of Children and Families (DCF) is committed to providing and promoting equal opportunities in all of its activities and services. This commitment includes following the mandates for the Americans with Disabilities Act of 1990 (ADA), a federal law that it makes it unlawful to discriminate against a qualified person with a disability in all aspects of the employment process and in the provision of services and benefits. DCF also observes all Connecticut laws and regulations that apply to individuals with disabilities.

DCF strictly prohibits discrimination on the basis of disability. Further it is the policy of DCF not to exclude persons with a disability from participation in any program or activity. Accordingly, it is the policy of DCF to provide access to all of its programs, services, and facilities to persons with disabilities in accordance with Title II of the Americans with Disabilities Act.

WHAT IS A DISABILITY UNDER THE ADA?

Under the ADA, an individual with a disability is any person who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

REASONABLE ACCOMMODATIONS

DCF will reasonably accommodate the known physical and mental limitations of an otherwise qualified individual with a disability unless the accommodation would impose an undue burden to the agency. DCF will make every reasonable effort to determine and provide the appropriate reasonable

accommodation to a qualified individual upon request. DCF, in its discretion, may require the individual to provide additional information about his or her disability or limitations and the need for the accommodation. The ADA does not require DCF to take any action that would fundamentally alter the nature of its program or services or impose an undue financial or administrative burden to the agency.

HOW TO REQUEST AN ACCOMMODATION

Qualified employees or applicants with disabilities may request an accommodation in order to perform the essential functions of their jobs or to gain access to the hiring process. Requests should be made to the ADA Coordinator, Jenna Fusco, Human Resources Business Partner 3, via email to DCF.STAFFADAREQUEST@ct.gov.

Complaints for an accommodation denied by Human Resources for an employee or applicant should be made to the Office of Diversity and Equity via email to Monica Rams at monica.rams@ct.gov.

NO RETALIATION

DCF strictly forbids retaliation against individuals who request an accommodation or otherwise exercise their rights under the ADA or Connecticut law. Agents of DCF shall not retaliate against, coerce, intimidate, threaten, harass, or interfere with any individual exercising or enjoying his or her rights under the ADA or Connecticut law or because an individual aided or encouraged any other individual in the exercise of rights granted or protected by the ADA or Connecticut law.