

OFFICE OF DISABILITY SERVICES

The NYC Department of Small Business Services (SBS) is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with a disability. Michelle Barnes-Anderson is Director of the Office of Disability Services (ODS) and serves as the Agency's Disability Rights Coordinator (DRC)/Section 504/ADA Officer. Ms. Barnes-Anderson is located at the

SBS offices at 110 William Street in Manhattan. She is the central intake person for matters relating to the Americans Disability Act (ADA)/Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act.

The following may be obtained through the DRC:

REASONABLE ACCOMMODATIONS

Are modifications or adjustments to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions.

AUXILIARY AIDS AND SERVICES

Includes but not limited to: qualified readers; taped texts; audio recording; sign language interpreters; Braille and large print materials; or other methods/devices which would make the agency's information and services accessible to individuals with a disability.

ADA GRIEVANCES

Pursuant to the NYS Human Rights Law, NYC Human Rights Law, and the ADA/ADAAA, no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity. Grievances regarding programmatic issues not related to employment should be submitted in writing to the DRC as soon as possible. Grievances should include allegation, date, place, and name of person(s) involved. Upon receipt of grievance, the DRC will provide a written acknowledgement. The grievance process consists of an interview to informally address issue(s). If an informal resolution cannot be met, then a formal investigation will be conducted. Finally, a written notification of decision and an appeal process will be issued.

55-A PROGRAM

Is the certification of an individual for civil service positions on a non-competitive basis. Candidates must be certified as being physically or mentally disabled and qualified to perform the duties of the job. A qualified person with a disability who is appointed to the 55-a Program is not required to take a written or oral examination.

*Should you have any questions or concerns regarding the information provided above or any other disability related issues or concerns, you may contact **Ms. Barnes-Anderson** at **mbarnes@sbs.nyc.gov** or via telephone at **(212) 618-6717**.*