

Request for Modification

Step 1

At least 48 hours before the scheduled services or event, submit request for modification to the ADA Coordinator.

Step 2

Request for modification should include:

the date of the event or services,

type of services or event,

requested modification,

and contact information for follow up.

A form to submit the request is available on DCS's website: <https://www.in.gov/dcs/>

Step 3

Request should be in writing but alternative means of submitting complaints can be made available for persons with disabilities.

The ADA coordinator's email address and phone number are as follows: ADAcompliance.DCS@dcs.in.gov and (463) 201-3528