

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive policy statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that a substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. § 41-1033 for a review of the statement.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

ARIZONA DEPARTMENT OF AGRICULTURE

[M12-451]

1. Title of the substantive policy statement and the substantive policy statement number by which the substantive policy statement is referenced:

Americans with Disabilities Act Grievance Procedure

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue Date: October 29, 2012

3. Summary of the contents of the substantive policy statement:

This substantive policy advises how a person who is not an employee of the Department of Agriculture can file a complaint or grievance with the agency alleging discrimination on the basis of a disability in the Department's provision of services, programs or activities, including employment practices and policies. The policy invites people to resolve complaints through a discussion, and if that fails, then through a written complaint. A written complaint should contain details about the allegation and needs to be submitted within 60 days of the alleged violation to the Department's Americans with Disabilities Act Coordinator, except that the complainant has 90 days if the complaint pertains to hiring. The Coordinator will meet with the complainant within 15 days and respond in writing within 15 more days. A person may appeal a decision to the Director of the agency. The Department will make available alternative means of submitting grievances for persons with disabilities, upon request.

4. Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:

28 C.F.R. § 35.107(b)

5. A statement as to whether the substantive policy statement is a new statement or a revision:

Revision

6. The agency contact person who can answer questions about the substantive policy statement:

Name: Anna Villa
Address: 1688 W. Adams St.
Phoenix, AZ 85007
Telephone: (602) 542-4315

7. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

The substantive policy statement is available online at <http://www.azda.gov/main/policystatements.htm> or from the person listed in item #6. There is no cost for a copy of the substantive policy statement, except a requestor will need to pay for any applicable postage costs.