



SUBJECT: Non-Discrimination in Services Policy Statement

TO: Individuals/Families

From: Executive Director, Sonja Garnett-Williams

Admissions, the provisions of services, and referrals of individuals shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including Limited English Proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

**Not Forgotten Home and Community Services
HR Department
230 E. Main Street
Carnegie, PA 15106-2427**

**Commonwealth of
Pennsylvania Department of
Human Services Bureau of
Equal Opportunity
Room 225, Health & Welfare
Building
P.O. Box 2675
Harrisburg, PA17120
Inquiries: (717) 787-1127
Email: RA-PWBEOAO@pa.gov**

**Office for Civil Rights
U.S. Department of Health and Human
Services Centralized Case Management
Operations
200 Independence Avenue,
S.W. Room 509F HHH Bldg.
Washington, D.C. 20201
Customer Response Center: (800) 368-
1019
TDD: (800) 537-7697
<https://www.hhs.gov/ocr/complaints>
Email: ocrcomplaint@hhs.gov**

**Pennsylvania Human Relations
Commission (PHRC) 333 Market Street,
8th Floor
Harrisburg, PA 17101
[https://www.phrc.pa.gov/File-
a-complaint](https://www.phrc.pa.gov/File-a-complaint) Inquiries: (717)
787-4410
TTY users only: (717) 787-7279**



SUBJECT: Non-Discrimination in Employment Policy Statement

TO: Not Forgotten Employees

FROM: Executive Director, Sonja Garnett-Williams

An open and equitable personnel system will be established and maintained. Personnel policies, procedures, and practices will be designed to prohibit discrimination on the basis of race, color, religious creed, disability, ancestry, national origin, age, or sex.

Employment opportunities shall be provided for applicants with disabilities and reasonable accommodation(s) shall be made to meet the physical or mental limitations of qualified applicants or employees.

Any employee who believes they have been discriminated against may file a complaint of discrimination with any of the following.

**Not Forgotten Home and Community Services
HR Department
230 E. Main Street
Carnegie, PA 15106-2427**

**Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Room 225, Health & Welfare Building
P.O. Box 2675 Harrisburg, PA 17120
Inquiries: (717) 787-1127
Email: RA-PWBEOAO@pa.gov**

**U.S. Equal Employment Opportunity
Commission 801 Market Street, Suite
1000
Philadelphia, PA 19107-3126
Inquiries: (800) 669-4000
TTY users only: (800) 669-6820
<https://www.eeoc.gov/federal-sector/overview-federal-sector-eeo-complaint-process>
Email: PDOContact@eeoc.gov**

**Office for Civil Rights
U.S. Department of Health and Human
Services Centralized Case Management
Operations
200 Independence Avenue,
S.W. Room 509F HHH Bldg.
Washington, D.C. 20201
Customer Response Center: (800) 368-
1019
TDD: (800) 537-7697
<https://www.hhs.gov/ocr/complaints>
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**Pennsylvania Human Relations
Commission 333 Market Street, 8th
Floor
Harrisburg, PA 17101
<https://www.phrc.pa.gov/File-a-complaint>
Inquiries: (717) 787-
4410
TTY users only: (717) 787-7279**