#### County of Los Angeles Department of Public Social Services (DPSS)

#### **Additional Information**

For more information on DPSS services, please visit our website - **dpss.lacounty.gov** 

To apply for benefits, visit BenefitsCal.com



#### **Filing A Complaint**

If you believe that you did not receive the help you need, you may file a complaint. You may also file a complaint if you feel that you have been discriminated against because of a disability.

You may file a complaint in-person, in writing by mail or email, or by telephone:

Civil Rights Section 12860 Crossroads Parkway South City of Industry, CA 91746

Phone: (844) 586-5550 TTY: (877) 735-2929 ADAHelp@dpss.lacounty.gov



#### Do You Need Help? Rights for People with Disabilities

### **Not Every Disability Is Visible**

### Do you need help because of a disability?

The law protects people with physical, mental and developmental disabilities as well as others with serious health conditions.

Do you have a disability that makes it hard for you to apply for benefits or meet program requirements? We can give you extra help. You do not need to provide your medical papers/proof of your condition.

We can help you with:

- Reading our documents and forms
- Filling out our forms
- Getting documents we need
- Changes to program and work requirements
- Making appointments
- Other reasonable modifications

## Disabilities may include limitations with:

- Walking, sitting or standing
- Reading, learning or understanding
- Speaking, hearing or seeing
- Being around crowds
- Memory loss
- Dealing with emotions



# Requesting a Reasonable Modification

To request a reasonable modification, you may:

- 1. Ask any DPSS employee or
- 2. Call the ADA Hotline (844) 586-5550, or
- 3. Call the Customer Service Center at (866) 613-3777:
  - Monday through Friday from 7:30 a.m. to 6:30 p.m.

People with a speech or hearing impairment may use TTY at (877) 735-2929 (California Relay)

4. Request a modification in writing and mail it to:

DPSS ADA Title II Coordinator 12860 Crossroads Parkway South City of Industry, CA 91746

or Fax to: (562) 692-2240 or Email to:

ADAHelp@dpss.lacounty.gov

Most modifications will be provided upon request, but some may take up to five (5) business days to evaluate and coordinate.