

**MANUAL MATERIAL TRANSMISSION
WV INCOME MAINTENANCE MANUAL**

DATE: May 1, 2006 **CHANGE NUMBER:** 407

TO: ALL INCOME MAINTENANCE MANUAL HOLDERS

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			ADA/Section 504 Notice	NOTICE	5/06
IG-CR-2	FORM	10/01	IG-CR-3	FORM	5/06

This change was made to add policy which addresses fair and equitable treatment of applicants and recipients of public assistance who have a disability. Section 1.2,A,4 was added to outline the accommodations and procedures necessary to comply with current laws and regulations.

Form, DFA-ADA-1, the ADA/Section 504 Notice, which is included with this change, must be posted in a prominent location in each local office. This form is available on the DFA Intranet Forms Page.

Form IG-CR-3, a Civil Rights Discrimination Complaint Form, was also added and must be the official document used for any complaint. The IG-CR-3 was approved by the Office of Inspector General. The IG-CR-2, effective 10/01, is now obsolete and cannot be used. Destroy all copies when the IG-CR-3 is effective for use.

Questions should be directed to the DFA Economic Services Policy Unit.