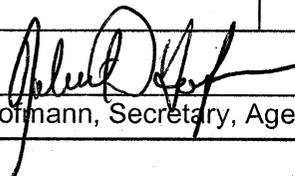


**STATE OF VERMONT**  
**Agency of Human Services (AHS)**

Non-Discrimination regarding receipt of services and benefits	REVISION HISTORY: New	Chapter/Number 1.11
	EFFECTIVE DATE:	Attachments/Related Documents:
Authorizing Signature: <u></u> Date Signed: <u>5/13/09</u> Robert D. Hoffmann, Secretary, Agency of Human Services		

**PURPOSE:**

To ensure the provision of programs, services and benefits to Agency clients in a non-discriminatory and equitable manner.

**BACKGROUND and REFERENCES:**

Federal enactments, including Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 200d et seq., the federal guidelines promulgated pursuant to Executive Order 13166 of 2000 relating to assuring meaningful access to services for persons with limited English proficiency, the Age Discrimination Act of 1975, section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Americans with Disabilities Act, require that benefits and services offered to applicants and recipients must be provided without discrimination based on race, religion, color, gender, sexual orientation, gender identity, national origin, disability, age, or other factors, as required by law. State laws and regulations impose some similar protections. The Agency and its departments and offices shall comply with all laws relating to the fair and non-discriminatory access to and delivery of services, benefits, programs, and activities.

**SCOPE:**

This document applies to all Agency departments, divisions, and offices. This document also applies to contractors, grantees, sub-contractors, sub-grantees and business associates in connection with the performance of work required under the contracts and grants to which they are a party.

**STANDARDS**

The non-discrimination statement for the Agency is: "The Agency and its departments and offices are opposed to, and prohibit without qualification, the discrimination of any person applying for or receiving services or benefits or seeking access to or participating in programs and activities provided by the Agency directly or through a contractor or grantee with whom the Agency has made an arrangement to carry out its programs and activities. Assistance, benefits and services shall be provided in a manner that encourages dignity, self-respect and self-reliance." The Agency, departments and offices shall include this statement in relevant material such as consumer handbooks, posted notices, and other suitable materials including, but not limited to, websites and employee orientation materials.

The Agency, departments and offices shall appoint at least one person in each department who will be responsible for coordinating compliance efforts regarding non-discrimination matters. The Agency, its departments and offices shall review discrimination claims it may receive through its currently existing grievances and/or complaints processes.

The Agency and its departments and offices shall include in its usual and customary attachments to agreements with its contractors and grantees provisions that explain that no person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination as required by law.

COMPLIANCE:

It is the responsibility of individual departments and offices to ensure dissemination and review of this policy to all employees and to contractors, grantees, and business associates who provide services and benefits on behalf of the Agency, departments, and offices.

ENFORCEMENT:

The Office of the Secretary of the Agency may initiate reviews or assessments or take other steps to ensure that this policy is being followed.

Disciplinary action, up to and including dismissal, will be taken against any employee who engages in discrimination relative to an applicant or recipient of services, benefits or programs.