



Minnesota Department of Transportation  
 Affirmative Action Office  
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# Memo

**TO:** All MnDOT Employees

**FROM:** Kristin Jorenby *Kristin Jorenby*  
 Disability Programs Assistant

**DATE:** October 18, 2012

**SUBJECT:** ADA Title II Accessibility Requirements (MMB – PERSL 1358)

MnDOT as a public agency must ensure that all of its programs, services and activities are accessible to and usable by individuals with disabilities. Title II of the Americans with Disabilities Act (ADA) requires all state and local government agencies to take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others. To ensure that persons with disabilities have an opportunity to request auxiliary aides and services to participate in agency programs, services and activities, MnDOT must follow the following state/agency policies:

## Written Communications Policy

All agencies, departments, divisions and units that develop, use and/or purchase written materials for distribution to the public must ensure that each document contain a statement indicating that the information is available in alternative formats to individuals with disabilities upon request. Include the following statement on each document that is distributed:

**“To request this document in an alternative format, please contact the Affirmative Action Office at 651-366-4723 or 1-800-657-3774 (Greater Minnesota); 711 or 1-800-627-3529 (Minnesota Relay). You may also send an e-mail to [ADArequest.dot@state.mn.us](mailto:ADArequest.dot@state.mn.us). (Please request at least one week in advance).”**

## Meeting/Program/Event Accessibility Policy

Anyone who holds a public meeting, training, program or other event must select an accessible location and indicate this in the meeting notice. All meeting or event notices must include the following statement:

**“To request an ASL or foreign language interpreter or other reasonable accommodation, call Janet Miller at 651-366-4720 or 1-800-657-3774 (Greater Minnesota); 711 or 1-800-627-3529 (Minnesota Relay). You may also send an e-mail to [janet.rae.miller@state.mn.us](mailto:janet.rae.miller@state.mn.us). (Please request at least one week in advance).”**

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If you would like more information on reasonable accommodations or have any questions regarding the ADA, the Minnesota Human Rights Act, or Mn/DOT Disability Programs in the workplace, please contact your District HR/ADA professional or me via e-mail at [kristin.jorenby@state.mn.us](mailto:kristin.jorenby@state.mn.us) or phone at 651-366-4723 (711 Minnesota Relay).

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