



ADA Complaint Form Henderson County Planning Department, Transportation Division - Apple Country Transit Services

Do you think you have been discriminated against or excluded or denied service by Henderson County Planning Department, Transportation Division - Apple Country Transit due to a disability?

Henderson County Planning Department, Transportation Division and Apple Country Transit is committed to ensuring that no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or denied the benefits of, or be subjected to discrimination by Apple Country Transit (Americans With Disabilities Act of 1990).

Complaints under the ADA law must be filed within 180 days from the date of the alleged discrimination. Please complete the information below to file your complaint. If you need help completing this form, call the Henderson County Planning Department, Transportation Division at (828) 697-4819 or email transit@hendersoncountync.gov. As a complainant, if you are not provided, please request a copy of the *Process and Procedures for Addressing American with Disabilities Act Complaints*.

Your Name: _____ Street Address: _____

City, State & Zip Code: _____

Phone number: _____ Other Phone: _____

Who was discriminated against? (Please circle) You? Someone Else?

If someone else, their:
Name(s): _____ Street Address _____

City State & Zip Code: _____

Date of Incident: _____

Please describe the alleged discrimination incident. If possible, provide the names and titles of all Henderson County Planning Department, Transportation Division and Apple Country Transit employees involved. Explained what happened and who you believe was responsible. Please use the back of this form if additional space is required.

Have you filed a complaint with any other federal, state or local agencies? (Circle one)

Yes / No

If so, list agency or agencies and contact information below:

Agency:	Contact Name:
Street Address, City, State & Zip Code:	Phone:
Agency:	Contact Name:
Street Address, City, State & Zip Code:	Phone:

I affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.

Complainants Signature:

Date:

Please return the completed and signed form to: Henderson County Planning Department, 100 North King Street, Hendersonville, NC 28792.

Complainants have the right to submit their complaint to any point in the process directly to: FTA (Federal Transit Administration), Office of Civil Rights Region IV, 230 Peachtree, NW, Suite 800, Atlanta, GA 30303, telephone (404) 865-5600.

Henderson County Use Only:
Print or Type Name of Complainant:
Date Received:
Received By: