

**STEVEN BELLONE**

**County Executive**



**FRANK KROTSCHINSKY**

Office for People with Disabilities

*Prepared by the Suffolk County Office for People with Disabilities in cooperation with the Department of Social Services (DSS)*

***DID YOU KNOW?***

The **Americans with Disabilities Act (ADA)** protects people who are disabled due to a physical or mental impairment that substantially limits one or more major life activities. **Major life activities** include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

If you have a physical or mental impairment that substantially limits one or more major life activities, please advise your Department of Social Services (DSS) worker. Depending on your particular condition, your DSS worker may be able to provide the following assistance:

1. Help filling out applications;
2. Help obtaining records or documents DSS or the Department of Labor (DOL) asked you to submit, or give you more time to do so, if needed;
3. Help explain what the letters we send to you mean;
4. Send copies of all DSS or DOL notices to someone you have authorized in writing to help you (such as a friend, a relative, or case manager);
5. If your physical or mental impairment prevents you from coming to our centers we may, in certain situations,
  - a) Permit you to send someone you have authorized in writing (friend, relative or case manager) to come to DSS in your place;
  - b) Allow you to “meet” with us by telephone (SCDSS will provide translation or TTY assistance if necessary);
  - c) Combine multiple appointments into one appointment (when possible), so you don’t have to come as often, or;
  - d) Arrange for a DSS caseworker to come to your home.
6. Services to help you prepare for a work activity;
7. Support when you start your work activity;
8. Being excused from work activities;

**If you need assistance, please ask your case worker or the receptionist at the DSS Center or DOL office.**

Also: **If you have a family member living with you who has a disability**, and caring for that person prevents you from completing a task that DSS or DOL has asked you to do, please contact us to ask if you may change or reschedule the task. If you were not properly assisted and would like to file a complaint please do so by calling or writing to:

**ADA Compliance Officer  
Suffolk County DSS - Commissioner’s Office,  
3085 Veterans Memorial Highway  
Ronkonkoma, N.Y. 11779  
Tel.#: (631) 854-9941  
Fax: (631) 854-9996**

**For other questions about special accommodations for people with disabilities, please call the Suffolk County Office for People with Disabilities at (631) 853-8333.**