

Executive Branch Entity Designation of ADA/504 Coordinator

In accordance with Executive Order 592, each Executive Branch Entity shall appoint an ADA/504 Coordinator who shall report directly to the Executive Branch Entity head and work with the Massachusetts Office on Disability concerning issues involving persons with disabilities, and where state employee matters are involved with the Office of Diversity and Equal Opportunity. Notification of such appointment shall be made to the Massachusetts Office on Disability at the address below.

1. Executive Branch Entity Name					
2. ADA/504 Coordinator's Name					
3. E-Mail			4. Phone		
5. Address					
6. Job Title					
7. Date Appointed	_____	8. Is this appointment?	PERMANENT	ACTING	
9. Does ADA/504 Coordinator report directly to the appointing authority?				YES	NO
10. Are ADA/504 duties	FULL TIME?	PART TIME?	10a. If part time, what % of an FTE?		
11. Direct Supervisor	Name			Title	
Information Or Training Needed for the Coordinator (check all that apply)					
a. Employment Rights			f. Public Program Access		
b. Education Rights			g. Privacy Protections		
c. Housing Rights			h. Other (Please Specify)		
d. Open Meetings Laws					
e. Physical Barrier Removal					
Signatures					
Appointing Authority				Date	_____
ADA/504 Coordinator				Date	_____

ADDRESS QUESTIONS TO:

Julia O'Leary at julia.e.oleary@mass.gov or at 857-214-1081.

SUBMIT COMPLETED DESIGNATION TO:

Julia O'Leary
 Massachusetts Office on Disability
 One Ashburton Place, #1305 - Boston, MA 02108