**Section 2110.40 504/ADA Coordinator Level**

a) If an individual desires to file a grievance, the individual shall promptly, but no later than 180 days after the alleged discrimination, submit the grievance to the 504/ADA Coordinator in writing on the Grievance Form prescribed for that purpose. The Grievance Form must be completed in full in order to receive proper consideration by the 504/ADA Coordinator.

b) Upon request, assistance in completing the Grievance Form shall be provided by HFS.

c) The 504/ADA Coordinator, or the 504/ADA Coordinator's representative, shall investigate the grievance and, if the grievance is found to be valid, shall make reasonable efforts to resolve it. The 504/ADA Coordinator shall provide a written response to the Complainant and Chief EEO/AA Officer within 15 business days after receipt of the Grievance Form.