



ADMINISTRATIVE MEMORANDUM COUNTY OF SAN MATEO

SUBJECT: Section 504 Requirements in County Contracts.

RESPONSIBLE DEPARTMENT: Personnel

NUMBER: E-3

APPROVED: *David H. Nichols*
County Manager

DATE: February 1, 1984

Objective

All services contracted for by San Mateo County shall be accessible to handicapped persons and in compliance with Section 504 of the Federal Rehabilitation Act of 1973. Federal regulations require that each county program or activity "when viewed in its entirety, is readily accessible to (qualified) handicapped persons."

In establishing public service contracts with non-county organizations, at least one of each kind of service needs to be accessible to persons with sight, hearing or mobility impairments.

Public Service Contracts with Organizations of 15 or More Employees

Organizations of 15 or more employees which will be providing a public service under contract with the county must submit a signed form assuring that the organization is in compliance with Section 504 of the act. This form is available from the county Personnel Department. In addition, the county 504 Coordinator must have on file a copy of the organization's compliance plan, or a plan for coming into compliance within one year.

Public Service Contracts with Organizations of less than 15 Employees

Service providers with less than 15 employees must submit a signed letter of assurance. These smaller organizations may refer handicapped persons to other equivalent programs that are accessible if they cannot provide services themselves without undergoing extensive facility modification.

Contracts for Services to be
Provided Only to the County

If a contract is for services to be provided only to the county and not to the public, the nondiscrimination statement contained in Administrative Memorandum D-1, "Affirmative Action," must be included in the contract.

A letter of assurance and 504 plan are not necessary in these cases.

Questions regarding these requirements should be directed to the departmental or county-wide 504 Coordinator.