



Developmental Disability Services of Jackson County - eitاس

Title VI Program

Date Approved:

September 21, 2022

**Title VI Plan
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A. Introduction/Title VI Assurances

Developmental Disability Services of Jackson County – eitas (from here forward: eitas) agrees to comply with all provisions prohibiting discrimination on the basis of race, color, or national origin of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 200d *et seq.*, and with U.S. DOT regulations, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act,” 49 CFR part 21.

Eitas assures that no person shall, as provided by Federal and State civil rights laws, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity. Eitas further ensures every effort will be made to ensure non-discrimination in all programs and activities, whether those programs and activities are federally funded or not.

Eitas meets the objectives of the FTA Master Agreement which governs all entities applying for FTA funding, including eitas and its third-party contractors by promoting actions that:

- A. Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin.
- B. Identify and address, as appropriate, disproportionately high and adverse effects of programs and activities on minority populations and low-income populations.
- C. Promote the full and fair participation of all affected Title VI populations in transportation decision making.
- D. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations.
- E. Ensure meaningful access to programs and activities by persons with Limited English Proficiency (LEP).

Jorgi McNamara



Executive Director

September 21, 2022

B. Agency Information

1. Mission Statement

Developmental Disability Services of Jackson County-eitas' mission is to support individuals with developmental disabilities and their families with services that respect their choices, increase their opportunities, encourage their independence, and assist their inclusion in all aspects of the community.

2. History

Eitas was created by a vote of the citizens of Jackson County in 1976 to create what was titled an SB 40 Board serving adults with developmental disabilities. Governed by Missouri state statute (205.968 – 205.972), eitas is a government subdivision and county taxing entity that utilizes public tax dollars to support individuals who have a qualifying developmental disability diagnosis. Eitas provides a (pre-approved) subscription-based demand-response transit service only for persons meeting the proscribed statutory disability definitions. Services that are currently funded are vocational services (sheltered and community employment), residential services, day services, case management, and transportation.

Transportation services were begun in 1995 as the result of a local DD not-for-profit transportation provider going out of business and eitas stepping in to fill the void. Since that time, we have strived to provide the best and safest transportation system for the population we serve. We are the only public entity in Jackson County to do so. As a result of our long existence and constant growth, eitas has become one of the leading providers of developmental disability services in Missouri.

3. Regional Profile

Jackson County has an estimated population of 700,733 (2020). Estimated population growth over the past three years is .34% a year. Racially, the county is composed of 63.7% White, 24.5 % Black, 9% Hispanic or Latino, and 2.8% Asian.

In land area it covers 616 square miles and includes the city of Kansas City; smaller municipalities such as Independence, Raytown, Grandview, and Lee's Summit; as well as several rural areas.

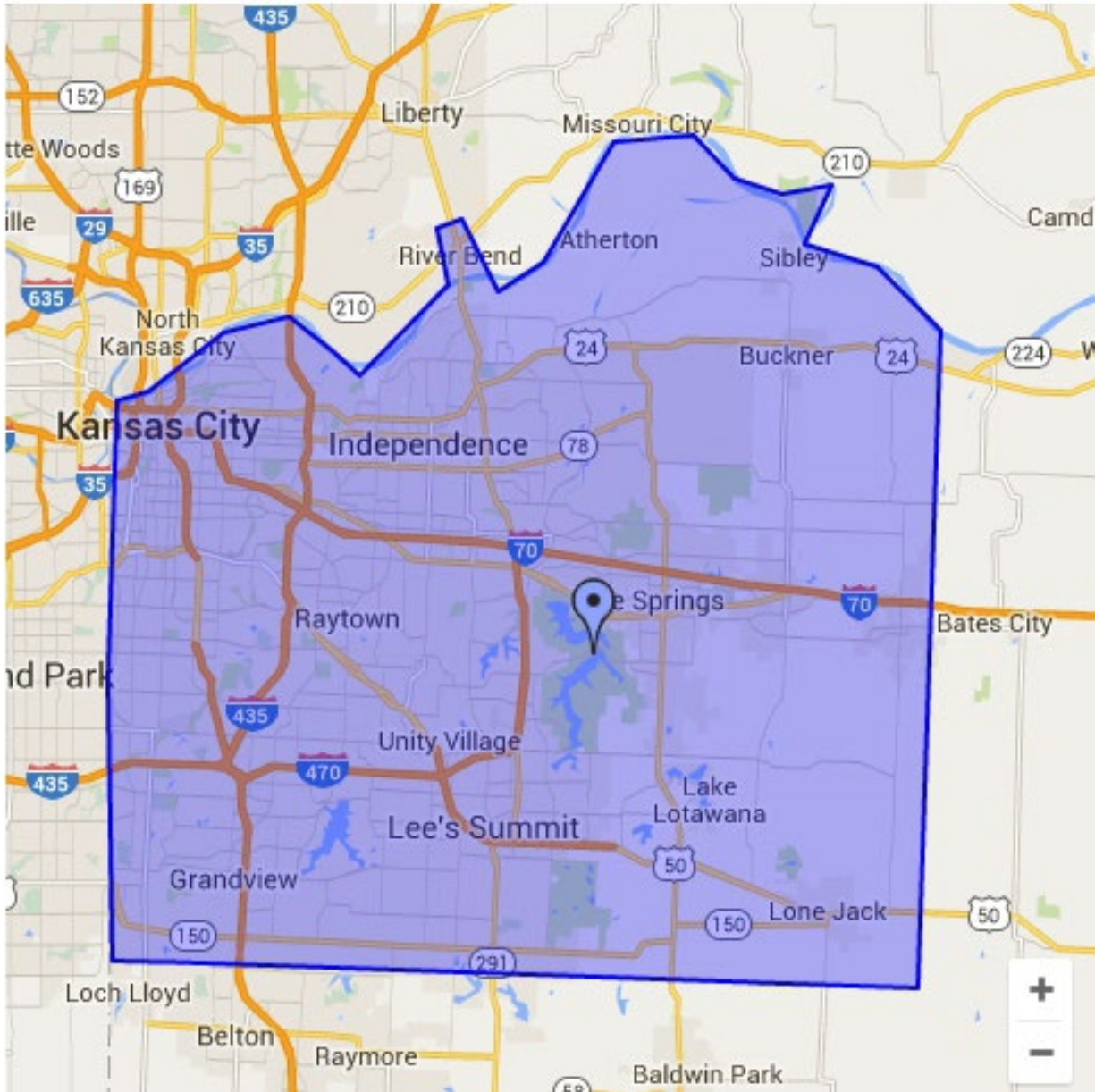
4. Population served

In total, eitas supports approximately 3,500 people who reside in Jackson County and have a qualifying developmental disability. The eitas D.O.T transports about 300 individuals a day. In 2021 those trips were comprised of: 61.4% to sheltered workshops and community work sites; 36.1% to day services programs; and 2.5% for community integration.

5. Service area (include map, with any routes utilized)

Eitas services are limited geographically to occur within Jackson County, Missouri. It encompasses both rural and urban settings. We serve our defined population through 25 established routes that provide door-to-door services.

Jackson County Missouri



6. Governing body make-up (include terms of office)

The make-up of the eitas governing board is dictated by state statute. A total of nine Board members are appointed to the board by the Jackson County Executive. Terms are three years in length and are staggered such that 3 members are up for

removal or reappointment every year. At least two board members have to be related to someone with a developmental disability and all must be residents of Jackson County. No person can be employed by eitas who is related within the third degree by blood or by marriage to any member of the board or administration. The eitas Board employs an executive director in charge of day-to-day operations.

The current makeup of the eitas Board is as follows:

- 6 women (66%);
- 3 men (33%);
- 7 white (78%);
- 1 African American (11%);
- 1 American Indian (11%)

All eitas board meetings are open to the public. The Board abides by the Missouri Sunshine law and operates under Robert's Rules of Order.

C. Notice to the Public

Notifying the Public of Rights under Title VI

Eitas posts Title VI notices on our agency's website, in public areas of our agency, in our board room, and on our buses and/or paratransit vehicles.

Eitas operates its programs and services without regard to race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964.

For more information on the eitas' Title VI program, and the procedures to file a complaint, contact eitas' Quality Assurance Supervisor at 816-363-2000; or visit our administrative office at 8511 Hillcrest Rd., Kansas City, Mo 64138. For more information visit our website at www.eitas.org.

If you believe you have been discriminated against on the basis of race, color, or national origin by eitas, you may file a Title VI complaint by completing, signing, and submitting the agency's Title VI Complaint Form.

To obtain additional information about your rights under Title VI, contact:

Federal Transit Administration
Office of Civil Rights, Region 7
901 Locust Street, Suite 404
Kansas City, MO 64106
816-329-3920

How to file a Title VI/ADA complaint with eitas:

1. A Complaint Form is available on our website at www.eitas.org, or by contacting our administrative offices at 816-363-2000 and requesting one be sent to you by mail.
2. In addition to the complaint process at eitas, complaints may be filed directly with the Federal Transit Administration, Office of Civil Rights, East Building, 5th Floor – TCR 1200 New Jersey Ave., SE Washington, DC 20590.
3. Complaints must be filed within 180 days following the date of the alleged discriminatory occurrence and should contain as much detailed information about the alleged discrimination as possible.
4. If information is needed in another language, contact eitas at 816-363-2000 for assistance.

D. Procedure for Filing a Title VI Complaint

Filing a Title VI Complaint

The complaint procedures apply to the beneficiaries of eitas' programs, activities, and services.

RIGHT TO FILE A COMPLAINT: Any person who believes they have been discriminated against on the basis of race, color, or national origin by eitas may file a Title VI complaint by completing and submitting the agency's **Title VI Complaint Form**. Title VI complaints must be received in writing within 180 days of the alleged discriminatory complaint.

HOW TO FILE A COMPLAINT: Information on how to file a Title VI complaint is posted on our agency's website, and in public areas of our agency.

You may download the eitas Title VI Complaint Form at www.eitas.org, request a form in writing by contacting the Quality Assurance Supervisor at 816-363-2000; or visit our administrative office at 8511 Hillcrest Rd., Kansas City, Mo 64138.

You may file a signed, dated complaint no more than 180 days from the date of the alleged incident. The complaint should include:

- Your name, address, and telephone number.
- Specific, detailed information (how, why and when) about the alleged act of discrimination.
- Any other relevant information, including the names of any persons, if known, the agency should contact for clarity of the allegations.

Please submit your complaint form to:

Developmental Disability Services of Jackson County – eitas
Attn: Quality Assurance Supervisor
8511 Hillcrest Rd.
Kansas City, Mo 64138

COMPLAINT ACCEPTANCE: Eitas will process complaints that are complete. Once a completed Title VI Complaint Form is received, the eitas Quality Assurance Supervisor will review it to determine if eitas has jurisdiction. The complainant will receive an acknowledgement letter informing them whether or not the complaint will be investigated by eitas.

INVESTIGATIONS: eitas will generally complete an investigation within 90 days from receipt of a completed complaint form. If more information is needed to resolve the case, eitas may contact the complainant. Unless a longer period is specified by eitas, the complainant will have ten (10) days from the date of the letter to send requested information to the eitas investigator assigned to the case.

If the requested information is not received within that timeframe the case will be closed. Also, a case can be administratively closed if the complainant no longer wishes to pursue the case.

LETTERS OF CLOSURE OR FINDING: After the Title VI investigator reviews the complaint, the Title VI investigator will issue one of two letters to the complainant: a closure letter or letter of finding (LOF).

- A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.

- A Letter of Finding (LOF) summarizes the allegations and provides an explanation of the corrective action taken.

If the complainant disagrees with eitas' determination, the complainant may request reconsideration by submitting the request in writing to the Title VI investigator within seven (7) days after the date of the letter of closure or letter of finding, stating with specificity the basis for the reconsideration. Eitas will notify the complainant of the decision either to accept or reject the request for reconsideration within ten (10) days. In cases where reconsideration is granted, eitas will issue a determination letter to the complainant upon completion of the reconsideration review.

A person may also file a complaint directly with the Federal Transit Administration, at the FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, contact the eitas Quality Assurance Supervisor at 8511 Hillcrest Rd, Kansas City, Mo 64138, or by calling: 816-363-2000.

E. Monitoring Title VI Complaints, Investigations, Lawsuits and Documenting Evidence of Agency Staff Title VI Training

Documenting Title VI Complaints/Investigations

All Title VI complaints will be entered and tracked in eitas' complaint log. Active investigations will be monitored for timely response on the part of all parties. The agency's Title VI Coordinator shall maintain the log.

During the reporting period, eitas had no Title VI Complaints.

Agency Title VI Complaint Log

Date complaint filed	Complainant	Basis of complaint R-C-NO	Summary of allegation	Pending status of complaint	Actions taken	Closure Letter (CL)	Letter of Finding (LOF)	Date of CL or LOF

Documenting Evidence of Agency Staff Title VI Training

eitas' staff are given Title VI training, and agency can answer affirmatively to all the following questions:

1. Are new employees made aware of Title VI responsibilities pertaining to their specific duties?
2. Do new employees receive this information via employee orientation?
3. Is Title VI information provided to all employees and program applicants?
4. Is Title VI information prominently displayed in the agency and on any program materials distributed, as necessary?

F. Public Engagement Plan

Goal

The goal of the Public Engagement Plan is to have significant and ongoing public involvement, by all identified audiences, in the public participation process for major agency outreach efforts.

Objectives

- To understand the service area demographics and determine what non-English languages and other cultural barriers exist to public participation.
- To provide general notification of meetings and forums for public input, in a manner that is understandable to all populations in the area.
- To hold public meetings in locations that are accessible to all area stakeholders, including but not limited to minority and low-income members of the community.
- To provide methods for two-way communication and information and input from populations which are less likely to attend meetings.
- To convey the information in various formats to reach all key stakeholder groups.

Identification of Stakeholders

Stakeholders are those who are either directly or indirectly affected by an outreach effort, system or service plan or recommendations of that plan. Stakeholders include but are not limited to the following:

- Board of Directors – the governing board of the agency. The role of the Board is to establish policy and legislative direction for the agency. The Board defines the agency's mission, establishes goals, and approves then budget to accomplish the goals.
- Advisory Bodies – non-elected advisory bodies review current and proposed activities of the agency and are encouraged to be active in the agency's public engagement process. Advisory bodies provide insight and feedback to the agency.
- Agency Transit riders and clients
- Minority and low-income populations, including limited English proficient persons
- Local jurisdictions and other government stakeholders
- Private businesses and organizations
- Employers
- Partner agencies

Elements of the Public Engagement Plan

It is necessary to establish a public participation plan that includes an outreach plan to engage minority and limited English proficient (LEP) populations.

Elements of the Public Engagement Plan include:

1. Public Notice

- a. Official notification of intent to provide opportunity for members of the public to participate in public engagement plan development, including participation in open Board/council meetings, and advisory committees.

2. Public Engagement Process/Outreach Efforts:

- a. Public meetings
- b. Open houses
- c. Rider forums
- d. Rider outreach
- e. Public hearings
- f. Focus groups
- g. Surveys
- h. Services for the Disabled (Notices of opportunities for public involvement include contact information for people needing these or other special accommodations.)

Events such as public meetings and/or open houses are held at schools, churches, libraries and other non-profit locations easily accessible to public transit and compliant with the Americans with Disabilities Act.

Due to national and local health policies and guidelines during the COVID Pandemic, no public meetings were held in 2020, 2021, and 2022 to date. Surveys of riders and other stakeholders were conducted though.

3. Public Comment

- a. Formal public comment periods are used to solicit comments on major public involvement efforts around an agency service or system change.
- b. Comments are accepted through various means:
 - i. Dedicated email address.
 - ii. Website.
 - iii. Regular mail.
 - iv. Forms using survey tool for compilation.
 - v. Videotaping.
 - vi. Phone calls to Customer Service Center 816-363-2000

4. Response to Public Input

All public comments are provided to the Board of Directors prior to decision making. A publicly available summary report is compiled, including all individual comments.

Title VI Outreach Best Practices

Eitas ensures all outreach strategies, communications and public involvement efforts comply with Title VI. Eitas' Public Engagement Plan proactively initiates the public involvement process and makes concerted efforts to involve members of all social, economic, and ethnic groups in the public involvement process. Aligned with the above referenced communication tactics, Eitas provides the following:

- a. Public notices published in non-English publications (if available).
- b. Title VI non-discrimination notice on agency's website.
- c. Agency communication materials in languages other than English (subject to Safe Harbor parameters).
- d. Services for Limited English Proficient persons. Upon advance notice, translators may be provided.

2022 – 2024 Title VI Program Public Engagement Process

Eitas will conduct a Public Engagement Process for the 2022-2024 Title VI Program. When allowed, this process includes Community Meetings to seek input, provide education, and highlight key components of the Title VI Plan. Materials have been created to explain Title VI policies as well as provide education on how they relate to minority populations.

Eitas will provide briefings to the Board of Directors and Advisory Bodies.

Eitas will conduct a 30-day public comment period to provide opportunities for feedback on the 2022-2024 Title VI Program.

Comments are accepted during the public outreach period via:

- a. Email
- b. Mail
- c. Phone
- d. In person
- e. Survey tool (agency option)

Summary of 2019-2021 Public Outreach Efforts

Due to national and local health policies and guidelines during the COVID Pandemic, no public meetings were held in 2020, 2021, and 2022 to date. Surveys of riders and other stakeholders were conducted though.

No comments or complaints were received concerning Title VI violations, policies or public outreach efforts.

G. Language Assistance Plan

Eitas' Limited English Proficiency Plan

This Limited English Proficiency (LEP) Plan has been prepared to address eitas' responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964; Federal Transit Administration Circular 4702.1B, dated October 1, 2012, which states that the level and quality of transportation service is provided without regard to race, color, or national origin.

Executive order 13166, titled "Improving Access to Services for Persons with Limited English Proficiency," indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discriminations do not take place. This order applies to all state and local agencies which receive federal funds.

Service Area Description: Jackson County, Missouri (see map on page 4)

Eitas has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided by eitas. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, and the ways in which assistance may be provided.

In order to prepare this plan, eitas undertook the **four-factor LEP analysis** which considers the following factors:

Four Factor Analysis

1. The number and proportion of LEP persons eligible to be served or likely to be encountered in the service area:

A significant majority of people in the eitas service area are proficient in the English language. Based on 2020 5-Year American Community Survey data, 3.66% of the population five years of age and older speak English less than very well.

LEP Population in Jackson County, MO- eitas Service Area

Population 5 years and over by language spoken at home and ability to speak English	Service Area 1	Service Area 2	Service Area 3	Service Area Total	Percentage of Population 5 Years and Older
Population 5 Years and Over	654,665			654,665	100.00%
Speak English "less than very well"	0	0	0	0	0.00%
Spanish				0	0.00%
Speak English "less than very well"	15,702			15,702	2.40%
French, Haitian, or Cajun				0	0.00%
Speak English "less than very well"	1,017			1,017	0.16%
German				0	0.00%
Speak English "less than very well"	188			188	0.03%
Russian				0	0.00%
Speak English "less than very well"	229			229	0.03%
Indo-European				0	0.00%
Speak English "less than very well"	1,041			1,041	0.16%
Korean				0	0.00%
Speak English "less than very well"	346			346	0.05%
Chinese				0	0.00%
Speak English "less than very well"	847			847	0.13%
Vietnamese				0	0.00%
Speak English "less than very well"	1,171			1,171	0.18%
Tagalog				0	0.00%
Speak English "less than very well"	295			295	0.05%
Asian & Pacific Island				0	0.00%

Speak English "less than very well"				0	0.00%
Arabic				0	0.00%
Speak English "less than very well"	1,518			1,518	0.23%
All Other				0	0.00%
Speak English "less than very well"	1,627			1,627	0.25%

3.66%

2. Frequency of Contact by LEP Persons with eitas' Services:

The eitas staff reviewed the frequency with which office staff, dispatchers and drivers have, or could have, contact with LEP persons. To date, eitas has, on average, 0 needs per month for an interpreter. Eitas averages 0 phone calls per month that require an interpreting service.

<p>LEP Staff Survey Form</p> <p>Eitas is studying the language assistance needs of its riders so that we can better communicate with them if needed.</p> <p>1. How often do you come into contact with passengers who do not speak English or have trouble understanding you when you speak English to them? DAILY WEEKLY MONTHLY LESS THAN MONTHLY</p> <p>2. What languages do these passengers speak?</p> <p>3. What languages (other than English) do you understand or speak?</p> <p>4. Would you be willing to serve as a translator when needed?</p>	
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Frequency of Contact with LEP Persons	
Frequency	Language Spoken by LEP Persons
Daily	NA
Weekly	NA
Monthly	NA
Less frequently than monthly	Spanish

3. The importance of programs, activities or services provided by eitas to LEP persons:

Outreach activities, summarized in eitas' Title VI Public Engagement Plan, include events such as public meetings and/or open houses held at schools, churches, libraries and other non-profit locations, and include specific outreach to LEP persons to gain understanding of the needs of the LEP population, and the manner (if at all) needs are addressed.

Outside Organization LEP Survey
Organization: _____
<ol style="list-style-type: none">1. What language assistance needs are encountered?2. What languages are spoken by persons with language assistance needs?3. What language assistance efforts are you undertaking to assist persons with language assistance needs?4. When necessary, can we use these services?

4. The resources available to eitas and overall cost to provide LEP assistance:

Strategies for Engaging Individuals with Limited English Proficiency include:

1. Language line. Upon advance notice, translators can be provided.
2. Language identification flashcards.
3. Written translations of vital documents (identified via safe harbor provision)
4. One-on-one assistance through outreach efforts.
5. Website information.
6. To the extent feasible, assign bilingual staff for community events, public hearings and Board of Directors meetings and on the customer service phone lines.

As applicable: Based on our demographic analysis (Factor 1) eitas has determined that no language group(s) within its service area meets Safe Harbor criteria requiring written translated “vital documents” by language group(s). That being said, since eitas provides other services in addition to transportation, eitas translates documents and brochures into Spanish; eitas has Spanish-speaking staff, and offers translation services, no matter what language is spoken, as needed. eitas will aid and give direction to LEP persons who request assistance.

Staff LEP Training

The following training will be provided to eitas staff:

1. Information on eitas Title VI Procedures and LEP responsibilities.
2. Description of language assistance services offered to the public.
3. Use of Language Identification Flashcards.
4. Documentation of language assistance requests.

Monitoring and Updating the LEP Plan

The LEP Plan is a component of eitas' Title VI Plan requirement.

Eitas will update the LEP plan as required. At minimum, the plan will be reviewed and updated when it is clear that higher concentrations of LEP individuals are present in the eitas service area. Updates include the following:

1. How the needs of LEP persons have been addressed.
2. Determine the current LEP population in the service area.
3. Determine as to whether the need for, and/or extent of, translation services has changed.
4. Determine whether local language assistance programs have been effective and sufficient to meet the needs.
5. Determine whether eitas' financial resources are sufficient to fund language assistance resources as needed.
6. Determine whether eitas has fully complied with the goals of this LEP Plan.
7. Determine whether complaints have been received concerning eitas' failure to meet the needs of LEP individual.

H. Advisory Bodies

Because we are a government sub-division of the State of Missouri and a taxing authority, we do not have advisory bodies as such. Oversight and assistance is provided by the following:

Eitas Board of Directors – Planning and Services Committee (Plans and oversees all services provided or funded by eitas.)

Mattie Rhodes Center

(Provides culturally competent services to primarily the Latino/Hispanic population of Jackson County; provides voice and document translation services to eitas).

Kansas City Regional Office of the Department of Mental Health (Provides translation services to eitas).

I. Subrecipient Assistance

Subrecipient Assistance

OPTION A

Eitas does not have any subrecipients.

OPTION B

Primary recipients should provide subrecipients:

- Sample public notices, Title VI complaint procedures, and the recipient's Title VI complaint form.
- Sample procedures for tracking and investigating Title VI complaints filed with a subrecipient.
- Direction regarding obtaining demographic information of population served by subrecipients.
- Technical assistance.
- Reviews of Title VI Programs; follow-up as necessary.

J. Subrecipient Monitoring

Subrecipient Monitoring

OPTION A

Eitas does not have any subrecipients.

OPTION B

Primary recipients must monitor subrecipients.

- Non-compliant subrecipient means primary recipient is also non-compliant.

Primary recipients shall:

- Document process for ensuring all subrecipients are complying with the general and specific requirements.
- Collect and review subrecipients' Title VI Programs.
- At MoDOT's request, the primary recipient shall request that subrecipients who provide transportation services verify that their level and quality of service is equitably provided.

K. Equity Analysis of Facilities

OPTION A

Eitas has not constructed any storage facilities, maintenance facilities, or operations centers in the last three years.

OPTION B

NA

OPTION C

NA

OPTION D

NA

Equity Analysis Guidance

Refer to FTA Title VI Circular 4702.1B Chapter III, section 13.

Demographic data and mapping

Guidance may be obtained from either a Regional Planning Commission or Metropolitan Planning Organization.

L. System-Wide Service Standards and Policies *

****applies to all fixed route providers (including those that do not meet volume threshold)***

Eitas is not a fixed route provider

M. Requirement to Collect and Report Demographic Data*

Eitas is not a fixed route provider

N. Requirement to Monitor Transit Service*

Eitas is not a fixed route provider

O. Service and Fare Equity Analysis*

Eitas is not a fixed route provider

Major Service Change and Impact Policies

The Board of Directors of eitas has not established formal hearing procedures for the adoption of major changes in transit routes.

A major change in route includes the addition or elimination of a route within eitas' transit system, **increasing or decreasing the number of service hours operated on a route by 25% or more, or routing changes that alter 25% or more of a route's path**. Minor changes to an existing route shall not constitute a "major change in route".

Eitas has never contemplated a major change in routes as described above.

Attachment 1

Agency Information

Mission Statement

Developmental Disability Services of Jackson County-eitas' mission is to support individuals with developmental disabilities and their families with services that respect their choices, increase their opportunities, encourage their independence, and assist their inclusion in all aspects of the community.

History

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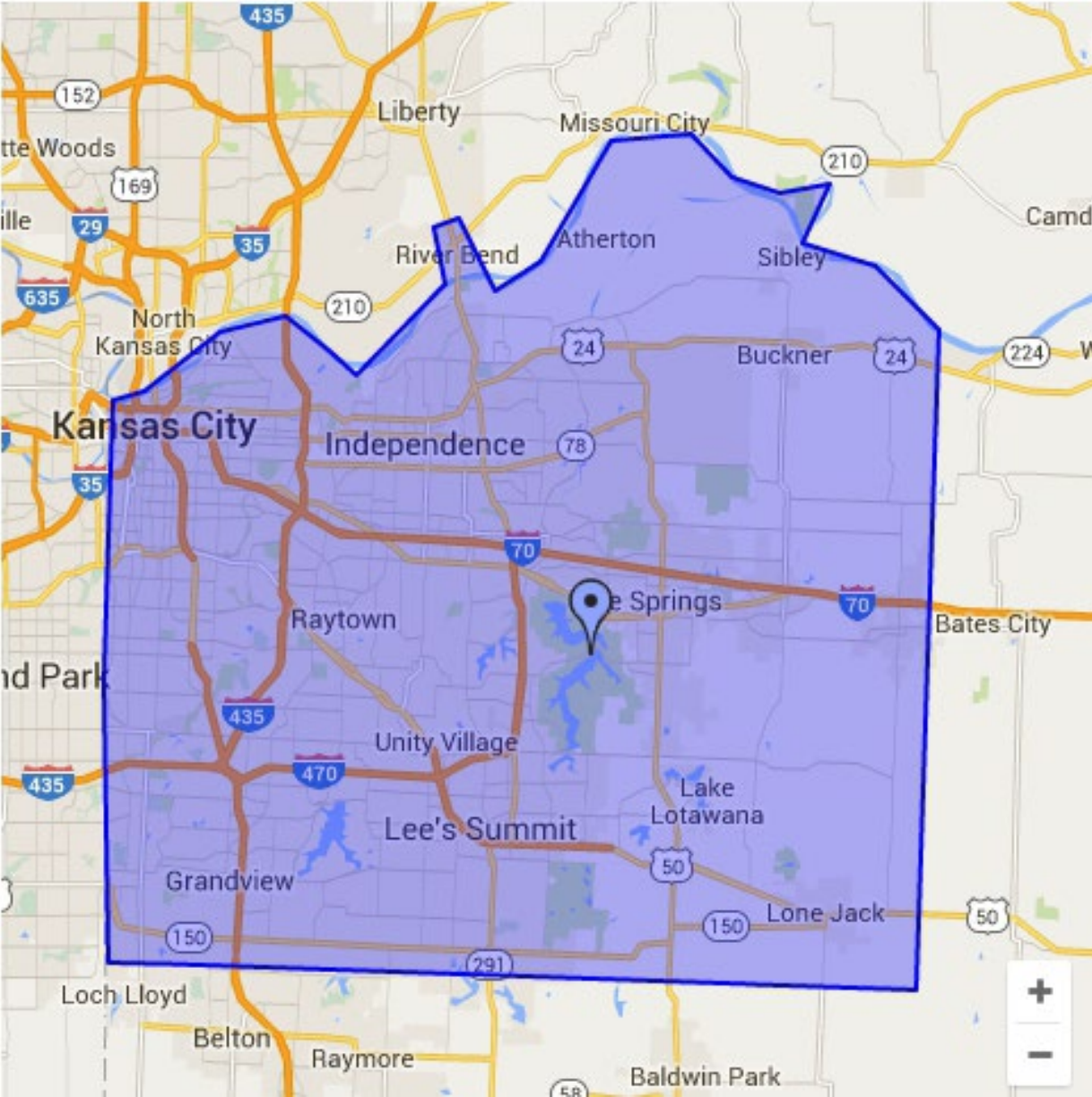
Population served

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Service area (include map, with any routes utilized)

Eitas services are limited geographically to occur within Jackson County, Missouri. It encompasses both rural and urban settings. We serve our defined population through 25 established routes that provide door-to-door services.

Jackson County Missouri



Attachment 2
eitas TITLE VI AND ADA COMPLAINT FORM

“No person in the United States shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

If you feel that you have been discriminated against in the provision of transportation services, please provide the following information to assist us in processing your complaint. Should you require any assistance in completing this form or need information in alternate formats, please let us know.

Please mail or return this form to:

Developmental Disability Services of Jackson County – eitas
Attn: Quality Assurance Supervisor
8511 Hillcrest Rd, Kansas City, MO 64138
Main: (816) 363-2000
kyates@eitas.org

PLEASE PRINT

1. Complainant's Name:		
a. Address:		
b. City:	State:	Zip Code:
c. Telephone (include area code): Home () -		
Cell () - Work () -		
d. Electronic mail (e-mail) address:		
Do you prefer to be contacted by this e-mail address? () YES () NO		
2. Accessible Format of Form Needed?		
() YES specify: () NO		
3. Are you filing this complaint on your own behalf?		
() YES If YES, please go to question 7 () NO If NO, please go to question 4		
4. If you answered NO to question 3 above, please provide your name and address.		
a. Name of Person Filing Complaint:		
b. Address:		
c. City:	State:	Zip code:
d. Telephone (include area code): Home () -		
Cell () - Work () -		
e. Electronic mail (e-mail) address:		
Do you prefer to be contacted by this e-mail address? () YES () NO		
5. What is your relationship to the person for whom you are filing the complaint?		
6. Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		
() YES, I have permission. () NO, I do not have permission.		

7. I believe that the discrimination I experienced was based on (check all that apply): <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin (classes protected by Title VI and ADA) <input type="checkbox"/> Other (please specify)		
8. Date of Alleged Discrimination (Month, Day, Year):		
9. Where did the Alleged Discrimination take place?		
10. Explain as clearly as possible what happened and why you believe that you were discriminated against. Describe all of the persons that were involved. Include the name and contact information of the person(s) who discriminated against you (if known). <i>Use the back of this form or separate pages if additional space is required.</i>		
11. Please list any and all witnesses' names and phone numbers/contact information. <i>Use the back of this form or separate pages if additional space is required.</i>		
12. What type of corrective action would you like to see taken?		
13. Have you filed a complaint with any other Federal, State, or local agency, or with any Federal or State court? <input type="checkbox"/> YES If yes, check all that apply. <input type="checkbox"/> NO a. <input type="checkbox"/> Federal Agency (List agency's name) b. <input type="checkbox"/> Federal Court (Please provide location) c. <input type="checkbox"/> State Court d. <input type="checkbox"/> State Agency (Specify Agency) e. <input type="checkbox"/> County Court (Specify Court and County) f. <input type="checkbox"/> Local Agency (Specify Agency)		
14. If YES to question 14 above, please provide information about a contact person at the agency/court where the complaint was filed.		
Name:	Title:	
Agency:	Telephone: () -	
Address:		
City:	State:	Zip Code:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date are required:

Signature

Date

If you completed Questions 4, 5 and 6, your signature and date is required:

Signature

Date