

# DESIGNATION OF AGENCY CONTACTS FORM

## Office of the State Americans with Disabilities Act Coordinator (OSADAC)

*Each executive branch state agency shall appoint agency contacts for purposes of fulfilling its statutory requirements related to the Office of the State Americans with Disabilities Act (ADA) Coordinator. This includes: Agency ADA Coordinator; Human Resources Director; State As a Model Employer (SAME) Designee; and Web Accessibility Coordinator. Each agency shall submit and maintain up-to-date contact information using the Designation of Agency Contacts Form (Revised 2/2025).*

*Attach a separate sheet of paper if additional space is needed.*

### Agency Name(s):

- 1. Agency ADA Coordinator (ADAC):** The Agency ADA Coordinator serves as designee responsible for compliance with La. R.S. 46:2594 and 46:2596, to include policy implementation, documentation of the ADA process, and submission of annual reporting requirements.

ADAC Name:

ADAC Email:

ADAC Job Title:

ADAC Phone #:

- 2. Human Resources Director (HRD):** The Human Resources Director is responsible for ensuring compliance with La. R.S. 46:2595 relative to mandatory training requirements for supervisors and agency ADA coordinators, and La. R.S. 46:2597(1) relative to administration and recordkeeping of the voluntary self-identification of disability process.

HRD Name:

HRD Email:

HRD Job Title:

HRD Phone #:

- 3. State As a Model Employer (SAME) Designee:** The State As a Model Employer (SAME) Designee is responsible for development, implementation and submission of the agency's annual SAME plan in accordance with La. R.S. 46:2597(2).

SAME Name:

SAME Email:

SAME Job Title:

SAME Phone #:

- 4. Web Accessibility Coordinator (WAC):** The Web Accessibility Coordinator must be a full-time employee of the agency and enforces accessibility requirements for the agency's web content, social media and mobile apps in compliance with PPM 74.

WAC Name:

WAC Email:

WAC Job Title:

WAC Phone #:

### Agency Head Signature/Date:

Agency Head Name:

Agency Head Job Title: