

Office of the State Americans with Disabilities Act Coordinator (OSADAC)  
**DESIGNATION OF AGENCY CONTACTS FORM**

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 an Agency ADA Coordinator, Human Resources Director and State As a Model Employer (SAME) Designee. Each agency shall submit and maintain up-to-date contact information using the Designation of Agency Contacts Form, which is available on the OSADAC website at <https://www.doa.la.gov/doa/office-of-state-ada-coordinator/>.

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

**AGENCY INFORMATION**

List ALL agency names serviced by the assigned designees.

Agency Name(s): \_\_\_\_\_

**AGENCY CONTACTS**

**1. Agency ADA Coordinator**

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.

Full Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**2. Human Resources Director**

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.

Full Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ 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).

Full Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**APPROVAL**

\_\_\_\_\_  
 \_\_\_\_\_  
 Signature / Date