

# Non-Discrimination Notice

The Wyoming Game and Fish Department (WGFD) complies with applicable Federal civil rights laws and prohibits discrimination on the basis of race, color, national origin (including language), sex, age, or disability in its programs and services. It is against the law for WGFD to retaliate against anyone who takes action to oppose discrimination, files a complaint, or participates in the investigation of a complaint in accordance with Federal civil rights laws.

WGFD provides appropriate communication aids and services when necessary for individuals with disabilities to be able to communicate effectively with us and to ensure meaningful access to our programs and services. These aids and services include qualified sign-language interpreters and written information in other forms, such as large print, audio, or accessible electronic formats.

WGFD can also provide language services when necessary for individuals with limited English proficiency to be able to communicate effectively with us and to ensure meaningful access to our programs and services.

**If you need communication services, language aids/services, or other reasonable accommodations due to a disability, you may call the WGFD Civil Rights Coordinator by telephone at 307-777-4594. You may also access Wyoming's Telecommunications Device for the Deaf (TDD/TTY) by dialing 7-1-1 or 1-800-877-9965.**

**You have the right to file a complaint** with the WGFD about potential discrimination or failure to provide communication services, language aids/services, or other reasonable accommodations due to a disability. If you believe you have been discriminated against because of your race, color, national origin (including language), disability, age, sex, or religion, you can file a complaint with the WGFD using any of the methods below:

**Telephone: 307-777-4594 (Please ask for the Civil Rights Coordinator)**

**Mail: WGFD Civil Rights Coordinator, 5400 Bishop Boulevard, Cheyenne, WY 82006**

All complaints should be submitted to WGFD no later than 180 days after the date of the alleged discrimination. All complaints will be responded to within 10 business days of receipt. WGFD's response may include requests for additional information and establishing methods of communication with the complaining party throughout the duration of the investigation.

**You may also file a discrimination complaint with the Office of Civil Rights. Please visit [www.hhs.gov/ocr](http://www.hhs.gov/ocr) for directions about how to file a complaint.**

WGFD is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from our programs, activities, and services. Individuals may request reasonable accommodations that they believe will enable them to have such equal opportunity to participate in our programs, activities, and services.

**Frequently Asked Questions (FAQ).** The following FAQ provides information on requesting reasonable accommodations in WGFD's programs and activities.

1. What is a reasonable accommodation in WGFD's program?

A reasonable accommodation is a change or modification to afford a qualified individual with a disability full enjoyment of WGFD's programs or activities, unless modifications of policies, practices, and procedures would fundamentally alter the nature of the program, service, or activity, or result in undue financial and administrative burdens to WGFD.

2. How do I request a reasonable accommodation?

If you need communication services, language aids/services, or other reasonable accommodations due to a disability, you may call the WGFD Civil Rights Coordinator by telephone at 307-777-4594. You may also access Wyoming's Telecommunications Device for the Deaf (TDD/TTY) by dialing 7-1-1 or 1-800-877-9965.

3. Does my request for a reasonable accommodation need to be in writing?

No, you do not need to put your request in writing, however, making a written request can be helpful documentation for ensuring that WGFD provides the desired accommodation. In addition, you do not need to use the specific words "reasonable accommodations" when making your request. Mail written requests to WGFD Civil Rights Coordinator, 5400 Bishop Boulevard, Cheyenne, WY 82006

4. When should I request a reasonable accommodation?

You may request a reasonable accommodation from WGFD at any time. However, making the request in advance of a meeting, conference call, or visit will help ensure that WGFD is able to fulfill the request for an accommodation. For certain requests, such as requests for sign language interpretation, WGFD requests at least two week's advance notice.

5. May someone request a reasonable accommodation on my behalf?

Yes, anyone can request a reasonable accommodation on behalf of an individual with a disability who seeks to interact with WGFD staff or participate in its programs or activities.

6. What will WGFD do upon receiving my request for a reasonable accommodation?

WGFD may contact you to obtain more information about your request and to better understand your needs. In addition, WGFD may review your request to determine:

- Whether the requested accommodation will be effective in allowing you to participate in the activity or program in which you are seeking participation;

- Whether the requested accommodation is reasonable, or an equally effective alternative to the requested accommodation is available; and
- Whether providing you with the requested accommodation would fundamentally alter the nature of WGFD's program or impose undue financial or administrative burdens on WGFD.

In addition, in some cases, WGFD may consult with you in an interactive process to determine on a case-by-case basis what accommodations can be made. If WGFD determines that your requested accommodation would fundamentally alter the nature of the program or impose an undue financial or administrative burden, WGFD may deny your request. However, in the unlikely event that this occurs, WGFD will work with you to try and identify an alternative accommodation that allows you to effectively participate in WGFD's program, activity, or service.

7. May WGFD request medical documentation from you after receiving your request for a reasonable accommodation?

No, WGFD may not request medical documentation after receiving your request for a reasonable accommodation. WGFD's questions will be limited to understanding the barrier to your ability to participate in the program or activity in which you are interested and the nature of an accommodation that will remove this barrier.

8. May WGFD charge you the cost of providing the reasonable accommodation?

No, you are not responsible for the cost of an auxiliary aid or service WGFD provides to you.

9. What are some examples of reasonable accommodations?

There are many types of reasonable accommodations. Some examples of how WGFD provides reasonable accommodations include:

- Arranging for qualified sign language interpreters
- Providing on-site captioning
- Producing alternate formats of print materials in braille, large print, or in an electronic format
- Providing remote conference captioning services
- Furnishing a temporary ramp to access the dais or other areas with one or more stairs to ensure accessibility for individuals who have physical disabilities and may be using a wheelchair or walker.

10. How do I file a complaint if I feel that I have been discriminated against or my request for a reasonable accommodation has been declined?

You have the right to file a complaint with the WGFD about potential discrimination or failure to provide communication services, language aids/services, or other reasonable accommodations due to a disability. You can file a complaint with the WGFD using any of the methods below:

Telephone: 307-777-4594 (Please ask for the Civil Rights Coordinator)  
Mail: WGFD Civil Rights Coordinator, 5400 Bishop Boulevard, Cheyenne, WY  
82006

11. What happens after I file a complaint?

WGFD's Civil Rights Coordinator will review your complaint as soon as administratively possible, at which point they, or another investigator, may reach out to you for additional information.