



642 Cowpath Road #181  
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[BrandsteinFamilyServices.com](http://BrandsteinFamilyServices.com)

**SUBJECT:** Nondiscrimination Policy Statement  
Equal Employment Opportunity

**TO:** Staff

**FROM:** Marlena Brandstein, MS BCBA, LABA, LBS *MB* *MA* 2/25/2020

An open and equitable personnel system will be established and maintained. Personnel policies, procedures and practices will be designed to prohibit discrimination on the basis of race, color, religious creed, disability, ancestry, national origin, age or sex.

Employment opportunities shall be provided for applicants with disabilities and reasonable accommodation(s) shall be made to meet the physical or mental limitations of qualified applicants or employees.

Any employee who believes they have been discriminated against may file a complaint of discrimination with any of the following.

Brandstein Family Services, LLC  
642 Cowpath Road, #181  
Lansdale, PA 19446

Commonwealth of Pennsylvania  
Department of Human Services Bureau of Equal Opportunity  
Room 225, Health & Welfare Building P.O. Box 2675  
Harrisburg, PA 17105

Commonwealth of Pennsylvania  
Department of Human Services  
Bureau of Equal Opportunity Southeast Regional Office  
801 Market Street, Suite 5034  
Philadelphia, PA 19107

PA Human Relations Commission  
Philadelphia Regional Office  
110 N. 8th Street  
Suite 501  
Philadelphia, PA 19107

U.S. Department of Health and Human Services  
Office for Civil Rights  
Suite 372, Public Ledger Building  
150 South Independence Mall West  
Philadelphia, PA 19106-9111



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**SUBJECT:** Nondiscrimination in Services

**TO:** Clients

**FROM:** Marlena Brandstein, MS BCBA, LABA, LBS

*MA AA 2/25/2020*

Admissions, the provisions of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program Services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Brandstein Family Services, LLC  
642 Cowpath Road, #181  
Lansdale, PA 19446

Commonwealth of Pennsylvania  
Department of Human Services Bureau of Equal Opportunity  
Room 225, Health & Welfare Building P.O. Box 2675  
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