



131 Center Street, PO Box 386 Mt. Wolf, PA 17347
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Wendy Latshaw, Director
717-266-0114
otterbeineec@aol.com

Otterbein Early Education Center & Otterbein EEC - SACC

Nondiscrimination in Services

TO: Families/Clients

FROM: Wendy Latshaw, Director

Mark Zortman, Pastor

Admissions, the provision 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 alternate service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

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

Otterbein Early Education Center
131 Center Street
PO Box 386
Mount Wolf, PA 17347
(717) 266-0114
Email: otterbeineec@aol.com

Office for Civil Rights
US Department of Health and Human Services
Centralized Case Management Operations
200 Independence Avenue, S.W.
Room 509FF HHH Bldg
Washington, D.C. 20201
Customer Response Center: (800) 368-1019
TDD: (800) 537-7697
<https://www.hhs.gov/ocr/complaints>
Email: ocrmail@hhs.gov

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Room 225, Health & Welfare Building
PO Box 2675
Harrisburg, PA 17120
Inquiries: (717) 787-1127
Email: RA-PWBEOAO@pa.gov

PA Human Relations Commission (PHRC)
333 Market Street, 8th Floor
Harrisburg, PA 17101
<https://www.phrc.pa.gov/File-a-complaint>
Inquiries: (717) 787-4410
TTY users only: (717) 787-7279

Updated: 12/17/2014, 10/26/2015, 7/12/2018, 4/12/2022, 7/18/2023, 8/8/2023

Otterbein EEC is accredited by the National Association for the Education of Young Children
and is a
Keystone STARS 4-Star facility.