

State ADA Policy Poster Guidance

Americans with Disabilities Act (ADA) Compliance Program – March, 2014

Posting the ADA Policy Poster provides Notice per [Administrative Order 129](#), Section X. This is required to ensure employees and the public know their rights and responsibilities under the ADA, where to find access and accommodation, and where to file complaints. Wide distribution of the poster is necessary to ensure posting in every State facility and office.

Please note the following:

- The revised poster refers to [Alaska.gov/ADA](#), commissioners' offices, and the State ADA Coordinator's Office for current ADA coordinator contact information.
- Departments generally have two versions for printing – color, or black and white. A third option is to print the black and white version on a color printer to enhance grayscale.
- The ADA Compliance Program recommends use of a heavier card stock and a frame when posting the policy poster in public areas (e.g., job center, DMV, etc...). We suggest:
 - 50 to 80 pound card stock,
 - Matte finish,
 - Light blue/gray color,
 - Simple framing.
- When printing in PDF, select "Size Options" in the "Print" box, and choose "Actual Size."
- When posting, place 40 to 70 inches in height (from the floor to the bottom and top lettering) and less than 72 inches horizontal viewing distance.
 - The characters "ADA" meet minimum height requirements for signs under the [ADA standards](#).
 - Staff should be prepared to read the poster or provide it in alternate formats, such as enlarged print for people with low vision, and document this effort as appropriate.
 - The online version is [accessible](#) for most assistive technologies, such as screen readers and magnifiers.
- Alternate and plain language formats of the policy poster are available from the State ADA Coordinator's Office upon request.
- The State ADA Coordinator's Office will also provide printed, enlarged and/or laminated versions of the Notice upon agency request.

In addition to posting the ADA Notice, agencies should review the [Notice and Communication Guidance](#). This guidance describes where and how the Notice is to be posted (beyond use of the poster). It also provides taglines required for various communications.

Auxiliary aids and services are available upon request to individuals with disabilities.
Contact State ADA Coordinator's Office at 907.465.6929 v/tty.