

**Receipt of Non-Discrimination Policies and
Acknowledgment Form Instructions**
(Revised 07/12)

Purpose

The form is used to acknowledge receipt of DCFS Policies [2-02 Non-Discrimination in Service Provision](#), [2-03 Non-Discrimination in Employment](#), [2-04 Reasonable Accommodation](#), and [2-05 Electronic and Information Technology Accessibility](#), and to certify that I have read the policies.

Preparation

Employee completes, signs, and dates the Non-Discrimination Policies and Acknowledgment Form after receiving policy available on the DCFS intranet.

Disposition

Original is filed in the new employee's personnel record maintained by the central Human Resource office for each agency.

For current employees undergoing training, the signed forms may be maintained in the local office personnel files.