**Section 2504.430 Review of Grievances**

a) The Aftercare Supervisor shall promptly submit a copy of any grievance alleging discrimination or a request for an accommodation based on disability to the facility ADA Coordinator. The facility ADA Coordinator shall conduct such investigation as deemed appropriate and make written recommendations to the Aftercare Supervisor for resolution of the grievance.

b) The Aftercare Supervisor shall interview the releasee, unless the grievance is deemed without merit, and shall evaluate and respond to the grievance in writing within 2 months, where reasonably feasible under the circumstances. Grievances on issues that are deemed without merit may be returned to the sender as denied without further review. No merit grievances include grievances that have previously been addressed for which there is no additional information or that are on issues that do not involve or affect the releasee. Copies of the grievance and response shall be retained in the releasee's case file.