



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE

55A ACKNOWLEDGEMENT

I, _____ am being appointed under Section 55-a of the
New York State Civil Service Law to the competitive civil service title of _____.

The 55-a Program is an equity and inclusion program administered by the Department of Citywide Administrative Services (DCAS), which allows a candidate who has met the minimum qualification requirements for the civil service title but has a certified mental or physical disability to be hired without having to take the civil service exam.

Eligibility for the 55-a Program is determined by the New York State Office of Adult Career and Continuing Education Service – [Vocational Rehabilitation](#) (ACCES-VR) or [the New York State Commission for the Blind](#) (NYSCB), depending on the type of disability.

APPEALING AN ACCES-VR DECISION

If at any time you do not agree with a decision made by ACCES-VR, you have the right to appeal through this process [ACCES-VR-Due-Process-Rights](#).

You may seek and receive a timely review of the decision and resolution of any disagreement by requesting one or more of the following due process options:

- **INFORMAL REVIEW:** You meet with your counselor and your counselor's supervisor.
- **ADMINISTRATIVE REVIEW:** You communicate your concerns to the District Office Manager or other staff person.
- **MEDIATION:** You communicate your concerns to an Impartial Mediator.
- **IMPARTIAL HEARING:** You state your concerns before an Impartial Hearing Officer

Signature

Date