**Procedure for Filing a Title VI Complaint**

The complaint procedures apply to the beneficiaries of Easterseals Midwest’s programs, activities, and services.

RIGHT TO FILE A COMPLAINT: Any person who believes they have been discriminated against on the basis of race, color, or national origin by Easterseals Midwest may file a Title VI complaint by completing and submitting the agency’s Title VI Complaint Form. Title VI complaints must be received in writing within 180 days of the alleged discriminatory complaint.

HOW TO FILE A COMPLAINT: Information on how to file a Title VI complaint is posted on our agency’s website, and in public areas of our agency. You may download the Easterseals Midwest Title VI Complaint Form from our website – [www.eastersealsmidwest.org](http://www.eastersealsmidwest.org) or request a copy by emailing Laurel Taylor, Chief Human Resources Officer, at laurel.taylor@esmw.org or calling 1-800-200-2119.

You must file a signed, dated complaint form no more than 180 days from the date of the alleged incident. The complaint should include:

* Your name, address and telephone number.
* Specific, detailed information (how, why and when) about the alleged act of discrimination.
* Any other relevant information, including the names of any persons, if known, that would have first-hand information regarding the allegations.

Completed forms are to be submitted via email to Laurel Taylor, Chief Human Resources Officer as laurel.taylor@esmw.org or mailed to:

Easterseals Midwest

Attn: Human Resources/Laurel Taylor

11933 Westline Industrial Drive

St. Louis, MO 63146.

COMPLAINT ACCEPTANCE: Easterseals Midwest will process complaints that provide all requested information. Once a completed Title VI Complaint Form is received, it will be reviewed to determine if Easterseals Midwest has jurisdiction. The complainant will receive an acknowledgement letter informing them whether or not the complaint will be investigated.

INVESTIGATIONS: Easterseals Midwest will generally complete an investigation within 90 days from receipt of a completed complaint form. If more information is needed to resolve the case, Easterseals Midwest may contact the complainant. Unless a longer period is specified by Easterseals Midwest, the complainant will have ten (10) days from the date of the letter to send requested information to the investigator assigned to the case.

If the requested information is not received within that timeframe the case will be closed. Also, a case can be administratively closed if the complainant no longer wishes to pursue the case.

DETERMINATION LETTERS: After the Title VI investigator reviews the complaint, the Title VI investigator will issue one of two letters to the complainant: a closure letter or letter of finding (LOF).

1. A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
2. A Letter of Finding (LOF) summarizes the allegations and provides an explanation of the corrective action that will be taken.

If the complainant disagrees with the determination, the complainant may request reconsideration by submitting the request in writing to the Title VI investigator within seven (7) days after the date of the letter of closure or letter of finding, stating with specificity the basis for the reconsideration. Easterseals Midwest will notify the complainant of the decision either to accept or reject the request for reconsideration within ten (10) days. In cases where reconsideration is granted, Easterseals Midwest will issue a determination letter to the complainant upon completion of the reconsideration review.

A person may also file a complaint directly with the Federal Transit Administration, at the FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, contact 800-200-2119.

**Documenting Title VI Complaints/Investigations**

All Title VI complaints will be entered and tracked in an Easterseals Midwest’s tracking log. Active investigations will be monitored for timely response on the part of all parties. The agency’s Title VI Coordinator shall maintain the log.

**Title VI Complaint Form**

If you feel that you have been discriminated against in the provision of transportation services at Easterseals Midwest, please complete this form and return to us to initiate an investigation. Should you require any assistance in completing this form or need information in alternate formats, please let us know. The contact person for assistance is Laurel Taylor, Chief Human Resources Officer. Your completed form and any backup documentation should be submitted to via email, mail or fax to:

Easterseals Midwest

Human Resources/ Laurel Taylor

11933 Westline Industrial Drive

St. Louis, MO 63146

Or via email to laurel.taylor@esmw.org or by fax to (314) 567-4789

**PLEASE PRINT**

|  |
| --- |
| 1. Complainant’s Name:
 |
| 1. Address:
 |
| 1. City: State: Zip Code:
 |
| 1. Telephone (include area code): Home: Cell: Work:
 |
| 1. Electronic mail (e-mail) address:
 |
|  Do you prefer to be contacted by this e-mail address? ( ) YES ( ) NO |
| 1. Accessible Format of Form Needed? ( ) YES specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( ) NO
 |
| 1. Are you filing this complaint on your own behalf? ( ) YES If YES, please go to question 7.

( ) NO If no, please go to question 4 |
| 1. If you answered NO to question 3 above, please provide your name and address.
	1. Name of Person Filing Complaint:
 |
| * 1. Address:
 |
| * 1. City: State: Zip Code:
 |
| * 1. Telephone (include area code): Home Cell Work

  |
| * 1. Electronic mail (e-mail) address:
 |
|  Do you prefer to be contacted by this e-mail address? ( ) YES ( ) NO |
| 1. What is your relationship to the person for whom you are filing the complaint?
 |
| 1. Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. ( ) YES, I have permission. ( ) NO, I do not have permission.
 |
| 1. I believe that the discrimination experienced was based on (check all that apply):

( ) Race ( ) Color ( ) National Origin (classes protected by Title VI) ( ) Other (please specify) |

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|  |
| --- |
| 1. Date of Alleged Discrimination (Month, Day, Year):
 |
| 1. Where did the Alleged Discrimination take place?
 |
| 1. Explain as clearly as possible what happened and why you believe that you were discriminated against. Describe all of the persons that were involved. Include the name and contact information of the person(s) who discriminated against you (if known). *Use the back of this form or separate pages if additional space is required.*
 |
| 1. Please list any and all witnesses’ names and phone numbers/contact information. *Use the back of this form or separate pages if additional space is required.*
 |
| 1. What type of corrective action would you like to see taken?
 |
| 1. Have you filed a complaint with any other Federal, State, or local agency, or with any Federal or State court? ( ) YES If yes, check all that apply. ( ) NO
	1. ( ) Federal Agency (List agency’s name)
	2. ( ) Federal Court (Please provide location)
	3. ( ) State Court
	4. ( ) State Agency (Specify Agency)
	5. ( ) County Court (Specify Court and County)
	6. ( ) Local Agency (Specify Agency)
 |
| 1. If YES to question 14 above, please provide information about a contact person at the agency/court where the complaint was filed.

Name: Title: |
| Agency: Telephone: ( ) - |
| Address: |
| City: State: Zip Code: |

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date is required:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

If you completed Questions 4, 5 and 6, your signature and date is required:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

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