

To accommodate limited English proficient individuals, oral complaints are to be document and/or translated may also be given at above address.

APPENDIX E

TITLE VI COMPLAINT FORM

SECTION I:		
Name:		
Address:		
Telephone (Home):	Telephone (Work):	
Electronic Mail Address:		
Accessible Format Requirements?		
Large Print TDD	Audio Tape	Other

SECTION II:		
Are you filing this complaint on your own behalf?	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
*If you answer "yes" to this question, go to Section III.		

State Agency []	Local Agency []
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Telephone:	
SECTION VI	
Name of Agency complaint is against:	
Contact Person:	
Title:	
Telephone Number:	

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

Signature and date required below

Signature

Date

Please submit this form in person at the address below or mail for to:

Meloney Stokes

Executive Director

116 South Cove Road

Seneca, South Carolina 29672

Telephone Number 864-885-6055/email address mstokes@thetribblecenter.com

4.0 TITLE VI PROCEDURES AND COMPLIANCE

FTA Circular 4702.1B, Chapter III, Paragraph 6: All recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public.

4.1 Complaint Procedure

Once the complaint is received, Oconee County Board of Disabilities and Special Needs will review complaints to determine if their office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by their office.

Oconee County Board of Disabilities and Special Needs will review ninety (90) days to investigate the complaint. If more information is needed to resolve the case, Oconee County Board of Disabilities and Special Needs may contact the complainant. The complainant has ten (10) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, Oconee County Board of Disabilities and Special Needs can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A (Letter of Finding) LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member is needed or other appropriate actions. If the complainant wishes to appeal the decision, she/he has seven (7) days to do so from the time he/she receives the closure letter or the LOF.

The complaint procedure will be made available to the public on Oconee County Board of Disabilities and Special Needs website: www.thetribblecenter.com

Any person who believes he or she has been discriminated against on the basis of race, color or national origin by Oconee County Board of Disabilities and Special Needs, may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form (refer to Appendix A). Oconee County Board of Disabilities and Special Needs will investigate complaints received no more than 180 days after the alleged incident. Oconee County Board of Disabilities and Special Needs will process complaints that are administratively complete.