

Attachment D: COMPLAINT POLICY AND DISCRIMINATION FORM

Title VI Coordinator: Bob Cox
Address: 106 N. Vine St.
Waynetown, IN 47990
E-Mail: bcox@waynetown.net
Phone: (765) 376-9931 **TTY:** 711

INSTRUCTIONS:

The purpose of this form is to help any person interested in filing a discrimination complaint with the Town of Waynetown, Indiana. If the complaint is against the Town of Waynetown, Indiana, the Town's Title VI Coordinator will forward it to the appropriate state or federal agency for investigation.

You are not required to use this form. You may write a letter with the same information, sign it and return it to the address printed above or contact the Title VI coordinator and arrangements can be made where the coordinator may write a complainant and accept the complainant's signature on the prepared complaint document.

All items in bold must be completed. Failure to provide complete information may impair the investigation of your complaint.

The Town of Waynetown, Indiana will provide assistance if you are an individual with a disability or have limited English proficiency. Complaints may also be filed using alternative formats, such as computer disk, audiotape or Braille. For TTY customers, dial 711 to reach the Indiana Relay Service.

You also have the right to file a complaint with other state or federal agencies that provide federal financial assistance to the Town of Waynetown, Indiana. Additionally, you have a right to seek private counsel.

The Town of Waynetown, Indiana and its sub-recipients, consultants, and contractors are prohibited from retaliating against any individual because he or she, in good faith opposed an unlawful policy or practice, filed charges, testified, or participated in any complaint action under Title VI or other nondiscrimination authorities.

Please make a copy of your complaint form for your personal records. Mail the original complaint form along with any copies of documents or records relevant to your complaint to the address above.

Complaints of discrimination must be filed, within 180 days of the date of the alleged discriminatory act. If the alleged act of discrimination occurred more than 180 days ago, please explain your delay in filing this complaint.