

# **TITLE VI NOTICE OF PROTECTION AGAINST DISCRIMINATION**

**THE ARC OF THE CHATTAHOOCHEE VALLEY, INC.**  
operates its programs without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with **THE ARC OF THE CHATTAHOOCHEE VALLEY, INC.**

For more information on the civil rights program and the procedures to file a complaint, contact:

**THE ARC OF THE CHATTAHOOCHEE VALLEY, INC.**

**P O BOX 416**

**VALLEY, AL 36854**

**334-756-2868**

**[www.valleyhavenschool.org](http://www.valleyhavenschool.org)**

A complaint may be filed directly with the Federal Transit Administration by contacting:

**Office of Civil Rights**

**Attention: Title VI Program Coordinator**

**East Building, 5<sup>th</sup> Floor-TCR**

**1200 New Jersey Ave., SE**

**Washington DC 20590**

If information is needed in another language, then contact

Paula P. Frazier @ 334-756-2868.

Title VI Complaint Form

**Section I**

Name:

Address:

Telephone (Home):

Telephone (Work):

Electronic Mail Address:

**Section II**

Are you filing this complaint on your own behalf? Circle

Yes

No

If you answered "yes" to this question, go to **Section III**.

If not, please supply the name and relationship of the person for whom you are complaining:

Please explain why you have filed for a third party:

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.

Yes

No

**Section III**

I believe the discrimination I experienced was based on (check all that apply):

Race

Color

National Origin

Date of Alleged Discrimination (Month, Day, Year): \_\_\_\_\_

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

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<b>Section IV</b>		
Have you previously filed a Title VI complaint with this agency? Circle	Yes	No

<b>Section V</b>	
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

<b>Section VI</b>
Name of agency complaint is against: _____
Contact person: _____
Title: _____
Telephone number: _____

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 this form to:

PAULA P. FRAZIER  
 THE ARC OF THE CHATTAHOOCHEE VALLEY, INC.  
 P O BOX 416, 6345 FAIRFAX BY-PASS, VALLEY, AL 36854