

# Tuscarawas County Senior Center

## Discrimination Complaint Form

### Title VI & ADA

<b>Section I:</b>			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Email Address:			
Accessible Format Requirements?	Large Print		Audio Tape
	TDD		Other
<b>Section II:</b>			
Are you filing this complaint on your own behalf?		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
<b>Section III:</b>			
I believe the discrimination I experienced was based on (check all that apply):			
<input type="checkbox"/> Race <input type="checkbox"/> Color		<input type="checkbox"/> Disability	
<input type="checkbox"/> National Origin			
Note: Title VI of the Civil Rights Act of 1964 Protects people from discrimination based on Race, color, and national origin.		Note: The Americans with Disabilities Act of 1990 (ADA) protects people From discrimination based on disability.	
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.			
_____			
_____			
_____			
_____			
_____			



# Tuscarawas County Senior Center

## Notifying the Public of Rights

Under Title VI of the Civil Rights Act of 1964  
And  
The Americans with Disabilities Act of 1990 (ADA)

- ❖ Tuscarawas County Senior Center operates its programs and services without regard to race, color, national origin and disability in accordance with Title VI of the Civil Rights Act and ADA. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI or ADA may file a complaint with Tuscarawas County Senior Center.
  
- ❖ For more information on Tuscarawas County Senior Center's civil rights and ADA program and the procedures to file a complaint, contact 330-364-6611 or 1-800-428-8862; email [pferrell@tuscsc.org](mailto:pferrell@tuscsc.org); or visit our administrative office at 425 Prospect Street, Dover, Ohio, and 44622. For more information, visit our website at [www.tuscsc.org](http://www.tuscsc.org)
  
- ❖ A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
  
- ❖ If information is needed in another language, contact Tuscarawas County Senior Center at 330-364-6611

**DISCRIMINATION COMPLAINT PROCEDURE  
TITLE VI AND ADA  
FOR  
TUSCARAWAS COUNTY SENIOR CENTER**

The Tuscarawas County Senior Center (TCSC) shall implement the following procedures relative to handling Title VI and ADA complaints:

- (a) All staff, clients and participants are to be informed of their right to file a complaint by means of written notices and public information materials
- (b) TCSC has established a procedure for receiving and processing complaints of discrimination.
  - 1. First, discuss the complaint with the Department Coordinator or with executive director if he/she is your supervisor.
  - 2. Executive Director will notify ODOT representative of receiving complaint.
  - 3. If you are not fully satisfied with the resolution or answer contact the executive director, Pam Ferrell at 330-364-6611. Describe in writing your complaint and mail or drop off at the Senior Center to the attention of the executive director.
  - 4. The executive director will contact you within five business days to discuss the complaint and gather further information
  - 5. Within 10 days, the executive director will contact you and provide you with a written statement describing his/hers findings and /or the course of action that will be taken.
  - 6. The executive director will report all written complaints related to discrimination to the Personnel Committee Chairperson and Board President.
  - 7. If you are not satisfied with the response from the executive director, contact the Tuscarawas County Senior Center President of the Board of Directors, or Ohio Department of Aging at 614-466-5500.
  - 8. If your complaint alleges discrimination on the bases of race, color, national origin or disability and if you are not satisfied with the decisions a person may also file a complaint directly with the Federal Transit Administration at FTA Office of Civil Rights, East building, 5<sup>th</sup> Floor-TCR 1200 New Jersey Avenue SE, Washington, DC 20590.