
Title VI Complaint Form

Instructions:

Any individual served who believes she or he has been discriminated against on the basis of race, color, or national origin by Easter Seals New Jersey may file a Title VI complaint by completing and submitting this Title VI Complaint Form. Individuals served, their representatives, interested family members, or advocates may file a complaint with an Employment Services supervisor without fear of threat or reprisal of any form. Please fill out, date, and sign this report and submit it to the supervisor responsible for the person or the situation which is the target of your complaint. You will be provided with a response within 15 business days of receipt of the report.

Date: _____

A. Complainant's information:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone Number (Home): _____

Telephone Number (Work): _____

Email Address: _____

Accessible Format Requirements? (Select One or More)

- Large Print
- TDD
- Audio Tape
- Other

B. Person discriminated against (if someone other than complainant):

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone Number (Home): _____

Telephone Number (Work): _____

Email Address: _____

Relationship to 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

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C. Which of the following best describes the reason you believe the discrimination took place?

____ Race ____ Color ____ National Origin

Other:

D. On what date(s) did the alleged discrimination take place?

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Other:

E. Please describe the alleged discrimination. Explain what happened and whom you believe was responsible. 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 additional space is needed, add a sheet of paper.

F. Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? List all that apply.

Federal Agency _____

Federal Court _____

State Agency _____

State Court _____

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Local Agency _____

If you have checked above, please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____
Title: _____
Address: _____
City/State/Zip Code: _____
Telephone Number (Home): _____
Telephone Number (Work): _____
Email Address: _____

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

Signature _____ Date _____
Attachments: Yes _____ No _____

H. Submit form and any additional information to:

Easter Seals NJ
Quality Improvement Department
25 Kennedy Blvd., Suite 600
East Brunswick, NJ, 08816