

## 4.0 Title VI Procedures and Compliance

*FTA Circular 4702.18, 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 member of the public.*

### 4.1 Complaint Procedure

Any person who believes he or she has been discriminated against on the basis of race, color or national origin by Easter Seals South Florida, Inc. may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form (refer to Appendix E). Easter Seals South Florida, Inc. investigates complaints received no more than 180 days after the alleged incident. Easter Seals South Florida, Inc. will process complaints that are complete.

Once the complaint is received, Easter Seals South Florida, Inc. will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by our office.

Easter Seals South Florida, Inc. has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, Easter Seals South Florida, Inc. 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, Easter Seals South Florida, Inc. 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 LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. 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 Easter Seals South Florida, Inc.'s website (<http://www.easterseals.com/southflorida/>).

### 4.2 Complaint Form

A copy of the complaint form in English is provided in Appendix E and on Easter Seals South Florida, Inc.'s website (<http://www.easterseals.com/southflorida/>).

### 4.3 Record Retention and Reporting Policy

FTA requires that all direct and primary recipients document their compliance by submitting a Title VI Plan to their FTA regional civil rights officer once every three (3) years. Easter Seals South Florida, Inc. will submit Title VI Plans to FDOT for concurrence on an annual basis or any time a major change in the Plan occurs.