



Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." **Note:** The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know.

Complete and return this form to:

Curative Connections
Attn: Tina E Whetung/Title VI Coordinator
2900 Curry Ln
Green Bay, WI 54311

1. Complainant's Name _____

2. Address _____

3. City, State and Zip Code _____

4. Telephone Number (home) _____ (business) _____

5. Person discriminated against (if someone other than the complainant)
Name _____

Address _____

City, State and Zip Code _____

6. Which of the following best describes the reason you believe the discrimination took place? Was it because of your:

a. Race/Color _____

b. National Origin _____

c. Other _____

7. What date did the alleged discrimination take place? _____

8. In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

9. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court? _____ Yes _____ No

If yes, check all that apply:

_____ Federal agency _____ Federal court _____ State agency _____ State court
_____ Local agency

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

Name _____

Address _____

City, State, and Zip Code _____

Telephone Number _____

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

Complainant's Signature

Date



LETTER ACKNOWLEDIGN RECEIPT OF COMPLAINT

Complainant Name
Complainant Address
City, State, Zip code

Dear Complainant:

This letter is to acknowledge receipt of your complaint against Curative Connections Transportation Services program.

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact the office at (920) 227-4273 or by email at twhetung@curativeconnections.org or mail additional information/ comments questions to:

Curative Connections
Attn: Tina Whetung
2900 Curry Lane
Green Bay, WI 54311

Sincerely,

Tina E Whetung
Transportation Services Director, Title IV Coordinator
Curative Connections



LETTER NOTIFYING COMPLAINANT THAT THE COMPLAINT IS SUBSTANTIATED

Complainant Name
Complainant Address
City, State, Zip code

Dear Complainant:

With regards to the Title VI violation referenced in the complaint we received on _____. Curative Connections Transportation Services Title VI coordinator has investigated the claim and came to the following conclusion.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct (this/these) deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program.

Sincerely,

Tina E Whetung
Transportation Services Director, Title IV Coordinator
Curative Connections



LETTER NOTIFYING COMPLAINANT THAT THE COMPLAINT IS NOT SUBSTANTIATED

Complainant Name
Complainant Address
City, State, Zip code

Dear Complainant:

With regards to the Title VI violation referenced in the complaint we received on _____. Curative Connections Transportation Services Title VI coordinator has investigated the claim and came to the following conclusion.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964 had in fact been violated. As you know, Title VI prohibits discrimination based on race, color or national origin in any program receiving federal financial assistance. Curative Connections Transportation Services has reviewed the materials and facts pertaining to your case for evidence of our organizations failure to comply. Based on the information provided in hour complaint we have found that there was no evidence found that any of the Title VI of the Civil Rights Act have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files. You have the right to:

- 1) Appeal within seven calendar days of the receipt of the final written decision from Curative Connections Transportation Services.
- 2) File a complaint externally with the U.S. Department of Transportation and/or the FTA at:
Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave. SE
Washington DC 20590

Thank you for taking the time to contact us.

Sincerely,

Tina E Whetung
Transportation Services Director, Title IV Coordinator
Curative Connections