

Procedure for Filing a Title VI Complaint

Filing a Title VI Complaint

The complaint procedures apply to the beneficiaries of Ozark Senior Center's programs, activities, and services.

RIGHT TO FILE A COMPLAINT: Any person who believes they have been discriminated against on the basis of race, color, or national origin by Ozark Senior Center may file a Title VI complaint by completing and submitting the agency's **Title VI Complaint Form** posted on the Ozark Senior Center's website. Title VI complaints must be received in writing within 180 days of the alleged discriminatory complaint.

HOW TO FILE A COMPLAINT: Information on how to file a Title VI complaint is posted on our agency's website, and in public areas of our agency.

You may download the Ozark Senior Center's Title VI Complaint Form on our website www.ozarkseniorcenter.com, on our Facebook page <https://www.facebook.com/OzarkSeniorCenter/> or request a copy by writing Ozark Senior Center 727 N 9th St Ozark MO 65721. Information on how to file a Title VI complaint may also be obtained by calling the Ozark Senior Center at 417-581-2538.

You may file a signed, dated complaint no more than 180 days from the date of the alleged incident. The complaint should include:

- Your name, address, and telephone number.
- Specific, detailed information (how, why, and when) about the alleged act of discrimination.
- Any other relevant information, including the names of any persons, if known, the agency should contact for clarity of the allegations.

Please submit your complaint form to Ozark Senior Center 727 N 9th St. Ozark, MO 65721.

COMPLAINT ACCEPTANCE: Ozark Senior Center will process complaints that are complete. Once a completed Title VI Complaint Form is received, Ozark Senior Center will review it to determine if Ozark Senior Center has jurisdiction. The complainant will receive an acknowledgement letter informing them whether the complaint will be investigated by Ozark Senior Center.

INVESTIGATIONS: Ozark Senior Center will generally complete an investigation within 90 days from receipt of a completed complaint form. If more information is needed to resolve the case, the Board President may contact the complainant. Unless a longer period is specified by Ozark Senior Center, the complainant will have ten (10) days from the date of the letter to send requested information to the Ozark Senior Center investigator assigned to the case.

If the requested information is not received within that timeframe the case will be closed. Also, a case can be administratively closed if the complainant no longer wishes to pursue the case.

LETTERS OF CLOSURE OR FINDING: After the Title VI investigator reviews the complaint, the Title VI investigator will issue one of two letters to the complainant: a closure letter or 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 Letter of Finding (LOF) summarizes the allegations and provides an explanation of the corrective action taken.

If the complainant disagrees with Ozark Senior Center's determination, the complainant may request reconsideration by submitting the request in writing to the Title VI investigator within seven (7) days after the date of the letter of closure or letter of finding, stating with specificity the basis for the reconsideration. The Board President will notify the complainant of the decision either to accept or reject the request for reconsideration within ten (10) days. In cases where reconsideration is granted, the Board President will issue a determination letter to the complainant upon completion of the reconsideration review.

A person may also file a complaint directly with the Federal Transit Administration, at the FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, contact the Administrative Assistant at Ozark Senior Center 727 N 9th St. Ozark, MO 65721 or at 417-581-2538.