

Title VI Complaint Form Template

Easterseals Capital Region & Eastern Connecticut, Inc Title VI Complaint Form

Section I:			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Email Address:			
Accessible Format Requirements?	Large Print		Audio Tape
	TDD		Other:
Section II:			
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 provide 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 permission of the aggrieved party if you are filing on behalf of a third party.		Yes	No
Section III:			
I believe the discrimination I experienced was based on (check all that apply):	Race	Color	National Origin
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 witnesses. If more space is needed, please use additional sheets.			
Section IV:			
Have you previously filed a Title VI complaint with this agency?		Yes	No
Section V:			
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:		State Agency:	
Local Agency:		State Court:	
Federal Court:			
Please provide information about a contact person at the agency/court where the complaint was filed:			
Name:		Title:	
Agency:		Address:	

Telephone:	Email:
Section VI:	
Name of agency complaint is against:	
Contact Person:	
Title:	
Telephone Number and Email Address:	
Signature	Date

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

Please submit this form in person at the address below, or mail this form to:

- Easterseals Capital Region & Eastern Connecticut, Inc. ATT: Title VI coordinator ,100 Deerfield Rd, Windsor CT 06095 or
- Federal Transit Administration, FTA Civil Rights Office, 1200 New Jersey Avenue SE, Washington, DC 20590