

Title VI Complaint Form and Procedures

WOOD COUNTY SENIOR CITIZENS ASSOCIATION, INC. Title VI Procedures

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the grounds 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."

Any person who believes that he/she has been aggrieved by an unlawful discriminatory practice on the basis of race, color or national origin by (insert your agency's name) may file a complaint by completing and submitting (your agency's name) the Title VI Complaint form.

How do you file a complaint?

You may download the **Wood County Senior Citizens Association, Inc.** Title VI Complaint Form at www.wcscwv.org or request a copy by writing or phoning **WCSCA 914 Market St., Parkersburg, WV 26102 (304) 485-6748.**

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

- Your name, address and telephone number. (See Question 1 of the Complaint Form)
- How, why, and when you believe you were discriminated against. Include as much specific, detailed information as possible about the alleged acts of discrimination, and any other relevant information. (See Questions 7, 8, 9, and 10 of the Complaint Form)
- The names of any persons, if known, whom the director could contact for clarity of your allegations. (See Question 11 of the Complaint Form)

Please submit your complaint form to address listed below:

E: Mark Knabenshue, Exec. Dir.

Wood County Senior Citizens Association, Inc.

914 Market St.

Parkersburg, WV 26102

Phone, (304) 485-6748; you may also fax at (304) 485-8755

How will your complaint be handled?

WCSCA investigates complaints received no more than 180 days after the alleged incident. WCSCA will process complaints that are complete. Once a completed complaint is received, WCSCA will review it to determine if WCSCA has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by WCSCA.