

**HANCOCK COUNTY, INDIANA
TITLE VI GRIEVANCE PROCEDURE**

Any person who believes that he or she, on the basis of race, color, national origin, gender, age, disability, religion, low income status, or Limited English Proficiency, has been excluded from or denied participation in, been denied the benefits of, or otherwise been subjected to discrimination in or under any program or activity receiving federal funding assistance in violation of Title VI of the Civil Rights Act of 1964, as amended and its related statutes, regulations and directives, may submit a complaint. **Hancock County** assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

Complaint forms may be found on the **Hancock County** website. Individuals are not required to use the complaint form and may submit a complaint in any format that includes the name, address and telephone number of the individual complaining and brief description of the alleged discriminatory conduct including the date of harm. An individual submitting a complaint alleging discrimination may include relevant evidence, including the names of witnesses and supporting documentation. A complaint must be signed by the complainant.

Complaint forms must be submitted within sixty (60) days of the date of the alleged discrimination. Complaint form should be directed to:

Heather Carlton
Title VI Coordinator
111 S. American Legion Place, Suite 217
Greenfield, In 46140
317-477-1105

Within sixty (60) days of the receipt of the complaint, the Title VI Coordinator will conduct an investigation of the allegation based on the information provided and issue a written report of its findings to the complainant. The Title VI coordinator will try to obtain an informal voluntary resolution to all complaints at the lowest level possible.

Any person aggrieved by the findings of the Title VI Coordinator may, within fifteen (15) days of the receipt of the response of the Title VI Coordinator, file an appeal to the Hancock County Board of Commissioners, within 15 calendar days after receipt of the appeal of the Title VI Coordinator's report, the Hancock County Board of Commissioners or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Hancock County Board of Commissioners will respond in writing and offer a final resolution.

These procedures do not deny the right of any individual to file a formal complaint with any government agency or affect an individual's right to seek private counsel for any complaint alleging discrimination.

Complaints may also be filed with the following governmental agencies:

Indiana Department of Transportation
Economic Opportunity Division
100 N. Senate Ave, Room N750
Indianapolis, IN 46204
Phone: (317) 233-6511
Fax: (317) 233-0891

Indiana Civil Rights Commission
100 N. Senate Ave, Room N103
Indianapolis, IN 46204
Phone: (317) 232-2600
Fax: (317) 232-6560
Hearing Impaired: 1 (800) 743-3336

Indianapolis District EEOC Office
101 West Ohio Street, Ste 1900
Indianapolis, IN 46204
Phone: (800) 66-4000
Fax: (317) 226-7953
TTY: 1 (800) 669-6820