

## **Section 5: Title VI Complaint Form**

The **ADEC, Inc** Title VI Complaint Procedure is made available in the following locations:

- Agency website, **www.adecinc.com**
- Hard copy in the central office
- Agency Title VI Plan

<b>Section I:</b>					
<b>Name:</b>					
<b>Address:</b>					
<b>Telephone (Home):</b>			<b>Telephone (Work):</b>		
Email Address:					
Accessible Requirements?	Format	Large Print		<b>Audio Tape</b>	
		TDD		<b>Other</b>	
<b>Section II:</b>					
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 supply 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 the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No	
<b>Section III:</b>					
I believe the discrimination I experienced was based on (check all that apply):					
<input type="checkbox"/> Race		<input type="checkbox"/> Color		<input type="checkbox"/> 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 any witnesses. If more space is needed, please use the back of this form.					
_____					
_____					
<b>Section IV</b>					
Have you previously filed a Title VI complaint with this agency?			Yes	No	
<b>Section V</b>					
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?					
<input type="checkbox"/> Yes		<input type="checkbox"/> No			

If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
<b>Name:</b>	
<b>Title:</b>	
<b>Agency:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Section VI</b>	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

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

Signature and date required below

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If information is needed in another language, contact 574-848-7451.

Please submit this form to:

**ADEC, Inc**  
**Compliance Officer**  
**19670 SR 120**  
**574-848-7451**  
**info@adecinc.com**