Appendix C

JEFFTRAN Title VI Complaint Form (Page 1/2)

JEFFTRAN is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, as provided by the Title VI of the Civil Rights Act of 1964, as amended. Title VI complaints must be filed within 180 days from the date of the alleged discrimination.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the Title VI Program Coordinator.

Title VI Program Coordinator
c/o City Counselor, City of Jefferson, Missouri
John G. Christy Municipal Building/City Hall
320 E McCarty Street
Jefferson City, MO 65101
Phone 573-634-6570 or 573-634-6304

This completed form must be returned to the Title VI Program Coordinator at the above address.

Your Name:	
Street Address/Apartment Number:	
City, State & ZIP Code:	
Phone:	Alt. Phone:
Person(s) discriminated against (if someone other than complainant): Name(s):	
Street Address, City, State & Zip Code:	

Please continue on Page 2

Appendix C, continued

***JEFFTRAN* Title VI Complaint Form (Page 2/2)**

1. Date of Incident_____

2. Which of the following best describes the reason the alleged discrimination took place? (Circle one)
   - Race
   - Color
   - National Origin (or Limited English Proficiency)

3. Please describe the alleged discrimination incident. Provide the names and titles of *JEFFTRAN* employees if available. Explain what happened and whom you believe was responsible. Please continue on the next page, and use the back of this form if additional space is required._____

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

4. Have you filed a complaint with any other federal, state or local agencies? (Circle one) Yes / No
If yes, what agencies:

Agency: _____
Contact Name: _____
Address: _____
Phone: _____

Agency: _____
Contact Name: _____
Address: _____
Phone: _____

5. I affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.

_____
Complainant's Signature Date

_____
Print or Type Name of Complainant

Your Rights in Title VI Non-discrimination Complaints

Filing this complaint with the City of Jefferson Title VI Program Coordinator does not prevent you from filing a complaint with the Federal Agency providing funding to the party against which a complaint is being lodged. For additional information or location of state and federal offices contact the Title VI Program Officer.