

**POLICY NUMBER:** T160b

**SUBJECT:** Title VI Complaint Procedure

**AUTHORITY REFERENCE:** 1.) Code of Federal Regulations, Transportation Title 49 (CFR 49)

2.) Florida Department of Transportation (FDOT)

### **Complaint Procedure**

Any person who believes he or she has been discriminated against on the basis of race, color or national origin by Miami Cerebral Palsy may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form (refer to Policy T 160c). Miami Cerebral Palsy investigates complaints received no more than 180 days after the alleged incident. Miami Cerebral Palsy will process complaints that are complete.

Once the complaint is received, Miami Cerebral Palsy will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by our office.

Miami Cerebral Palsy has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, Miami Cerebral Palsy may contact the complainant. The complainant has ten (10) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, Miami Cerebral Palsy can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has seven (7) days to do so from the time he/she receives the closure letter or the LOF.

The complaint procedure will be made available to the public Miami Cerebral Palsy's website [www.mcprs.org](http://www.mcprs.org).

### **Complaint Form**

A copy of the complaint form in English is provided in our T Policy 160c and on Miami Cerebral Palsy's website [www.mcprs.org](http://www.mcprs.org). A copy of the complaint form in Spanish will be provided upon request.

### **Record Retention and Reporting Policy**

FTA requires that all direct and primary recipients document their compliance by submitting a Title VI Plan to their FTA regional civil rights officer once every three (3) years. Miami Cerebral Palsy will submit Title VI Plans to FDOT for concurrence on an annual basis or any time a major change in the Plan occurs.

Compliance records and all Title VI related documents will be retained for a minimum of three (3) years and reported to the primary recipient annually.