

Complaint Procedure

Any person who believes he or she has been discriminated against on the basis of race, color or national origin by Mount Zion may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form (refer to Appendix C). Mount Zion investigates complaints received no more than 180 days after the alleged incident. Mount Zion will process complaints that are complete.

Once the complaint is received, Mount Zion 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.

Mount Zion has **ninety (90)** days to investigate the complaint. If more information is needed to resolve the case, Mount Zion 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, Mount Zion 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 **Mount Zion Economic Community Center Inc. www.mtzionecommunitycenter.com**