CIVIL RIGHTS COMPLAINT

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
LEGAL ADVISORY UNIT
SFN 143 (12-2008)

Individual or Organization Against Whom the Complaint is Made:

Basis of the Discrimination (check all that apply):

☐ Race ☐ Age ☐ Religion ☐ National Origin

☐ Color ☐ Gender ☐ Disability ☐ Status with Respect to Marriage or Public Assistance

Reason for complaint: (Describe in detail when, where, and how the alleged discrimination occurred.) Attach additional sheets, if needed.

Signature:		Date:	
Name (print):		Telephone Number:	
Address:	City:	State:	ZIP Code:

Send to: Program Civil Rights Officer
North Dakota Department of Human Services, Legal Advisory Unit
600 E. Boulevard Avenue, Department 325
Bismarck, ND 58505-0250
701-328-2311
TTY 1-800-366-6888; FAX 701-328-2173

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
YOUR CIVIL RIGHTS

What is the policy of the Department of Human Services (DHS)?
DHS makes available all services and assistance without regard to race, color, religion, national origin, age, sex, disability, or status with respect to marriage or public assistance. Persons who contract with or receive funds to provide services for DHS must follow these laws.

The policies of DHS also require that:

- You be given the chance to apply for assistance and/or services
- The same eligibility standards apply to you as others in similar situations

In accordance with Federal law and U.S. Department of Agriculture (USDA) and U.S. Department of Health and Human Services (HHS) policy, ND DHS is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. Under the Food and Nutrition Act of 2008 and USDA policy, discrimination is prohibited also on the basis of religion or political beliefs.

What do I do if someone has discriminated against me?
You may file a written complaint if you believe you have been discriminated against because of race, color, religion, national origin, age, sex, disability, or status with respect to marriage or public assistance, in accordance with Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Age Discrimination Act, the Americans with Disabilities Act, and the North Dakota Human Rights Act.

Where do I file a complaint?
Written complaints can be filed with your local county social service office or any of the following:

Program Civil Rights Officer North Dakota Department of Human Services Legal Advisory Unit 600 E. Boulevard Avenue, Department 325 Bismarck, ND 58505-0250 701-328-2311 TTY 1-800-366-6888; FAX 701-328-2173	*U.S. Department of Health & Human Services Office for Civil Rights 200 Independence Avenue SW HHH Building, Room 509-F Washington, DC 20201 202-619-0403 TTY 1-800-537-7697; FAX 202-619-3437
*U.S. Department of Health & Human Services Office for Civil Rights, Region VIII 1961 Stout Street Federal Office Building, Room 1426 Denver, CO 80294 303-844-2024 TTY 303-844-3439; FAX 303-844-2025	**U.S. Department of Agriculture Assistant Secretary for Civil Rights Office 1400 Independence Avenue SW Room 240-W Washington, DC 20250 1-800-795-3272 or 202-720-3808 TTY 202-401-0216; FAX 202-720-8046

*State and local agencies are required to comply with the ND Human Rights Laws that include “status with respect to marriage or public assistance.” However, federal agencies are not required to investigate complaints related to the ND Human Rights Laws.

** Under the Food and Nutrition Act of 2008 and USDA policy, discrimination is prohibited also on the basis of religion or political beliefs.

When should I file a complaint?
The complaint must be filed within 180 days of the incident. Include in your complaint the nature of the discrimination; where and when it took place; who discriminated against you; and all other important facts. Remember to date the form and sign your name.

What happens when I file a complaint with the ND DHS Program Civil Rights Office?
The Program Civil Rights Office will determine if the nature of the complaint is within its jurisdiction. If it is, an investigation will be conducted and you will know the outcome of the complaint within 60 business days of when it was filed. If it is not, you will receive a letter. If you file your complaint with another agency, they will notify you accordingly.