CIVIL RIGHTS COMPLAINT

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
LEGAL ADVISORY UNIT
SFN 143 (5-2012)

Individual or Organization Against Whom the Complaint is Made:

Basis of the Discrimination (check all that apply):

☐ Race ☐ Age ☐ Religion ☐ National Origin ☐ Political Beliefs+

☐ Color ☐ Sex ☐ 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 Office
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 North Dakota Department of Human Services (DHS)?
Discrimination means treating someone differently because of a particular characteristic such as race, color, sex, age, disability, or religion. DHS makes available all services and assistance without regard to race, color, sex, age, disability, national origin, religion, political beliefs, or status with respect to marriage or public assistance. These laws must be followed by persons who contract with or receive funds to provide services for DHS, including the states eight regional human service centers, the State Hospital, the Developmental Center, and county social services.

The policies of DHS also require that:

- You be given the chance to apply for assistance or services, or both.
- The same eligibility standards apply to you as those standards apply to 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, DHS is prohibited from discriminating on the basis of race, color, sex, age, disability, national origin, 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, sex, age, disability, national origin, religion, 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, or if you believe you have been discriminated against because of your political beliefs, in violation of USDA policy.

The Program Civil Rights Officer and Program ADA/504 Coordinator work together to prevent and eliminate discrimination against individuals in the delivery of programs and services administered and supervised by DHS and to make all programs and activities accessible to people with disabilities.

Where do I file a complaint?
Persons who need accommodations or have questions related to discrimination and the delivery of human services may contact any of the following offices. Written complaints may be filed with your local county social service office or any of the following:

Program Civil Rights Office 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 Director, Office of Adjudication 1400 Independence Avenue SW Washington, DC 20250 1-866-632-9992 TTY 1-800-877-8339

*State and local agencies are required to comply with the North Dakota Human Rights Laws that prohibit discrimination based on "status with respect to marriage or public assistance." However, federal agencies are not required to investigate complaints based on the North Dakota Human Rights Laws.

+Under 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 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 according to their policies.