

DISCRIMINATION COMPLAINT PROCEDURE AND LOG

Date Received	Name, Phone #, Physical & Mailing Address, Email	Type of Complaint EEO, Fair Housing, Section 504/Title VI/ADA and Specific Complaint and date of alleged discriminatory Action/Situation	Response (Actions such as initial acknowledgment, meeting with other parties, referral to enforcement agency, etc.)	Results

1. Record the date the complaint was received, and the complainant’s name, phone tot, mailing/street address, email address.

2. Determine the type of complaint: employment, fair housing, program/service, facility or other.
 - Confirm and state the category of alleged discrimination: race, religion, national origin, color, sex, disability, age (not for housing based on federal/state law), familial status (for housing). State the specific complaint as presented by the complainant. Examples: 1. an applicant for employment alleges racial discrimination as the basis for not being hired, 2. a person attempting to rent a home alleges discrimination based on familial status because he/she has a child(ren), 3. a resident is unable to access a facility or program due to physical barriers, 4. a person who does not speak English, or needs a sign language interpreter, alleges that service or information is not available to him/her based on the language barrier associated with national origin or disability.

3. Within 7 days of receiving the complaint, confirm details of the complaint if not contained in a written complaint. Get the date of the alleged action/situation, witnesses, damages, etc. Ask what the complainant wants as a resolution of the complaint. Notify the

