**Title VI Complaint Procedure**

If information is needed in another language, then contact 1-800-752-6096.

Disability in Action**’s** Title VI Complaint Procedure is made available in the following locations: (*check all that apply*)

X Agency website www.disabilityinaction.org

X Hard copy in the central office 317 N. Willis St. Abilene, Texas 79603

Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold.

Other, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by Disability in Actionmay file a Title VI complaint by completing and submitting the agency’s Title VI Complaint Form. Complaint forms can obtained at: 317 N. Willis St. Abilene, Texas 79603.

Disability in Actioninvestigates complaints received no more than 180 days after the alleged incident. Disability in Actionwill process complaints that are complete.

Once the complaint is received, Disability in Actionwill review it to determine if our office has jurisdiction. (A copy of each Title VI complaint received will be forwarded to TxDOT Public Transportation Coordinator within ten (10) calendar days of receipt.) The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

Disability in Action has 10 days to investigate the complaint. If more information is needed to resolve the case, Disability in Action may contact the complainant.

The complainant has 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 10 business days, Disability in Action can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two (2) 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 letter of finding (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 30 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the: Texas Department of Transportation, Attn: TxDOT-PTN, 125 E. 11th Street, Austin, TX 78701-2483, or Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.