

Town of Woodstock Title VI Complaints of Discrimination Procedure

Any person who believes that he/she has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, as amended, may obtain a Title VI Complaint Form at no cost by calling the Executive Assistant at 860-928-0208 x310 or by downloading the form from the Town of Woodstock website at www.woodstockct.gov. The complainant should forward the completed Title VI Complaint Form and mail it to Town of Woodstock, First Selectman's Office, 415 Route 169, Woodstock, CT 06281, or fax it to 860-963-7557.

Any person may submit a complaint as described on behalf of another person or persons who they believe has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, as amended.

The Town of Woodstock will only consider complaints that are submitted within 180 days of the date of the alleged discrimination upon which the complaint is based or within 180 days of the date upon which the alleged discrimination becomes known to the complainant. Upon receipt of a complaint, the Town of Woodstock will conduct an initial review and send the complainant an acknowledgement letter within 14 days of receipt of the complaint. This acknowledgement letter will inform the complainant whether the complaint will be investigated and whether any additional information is needed for a proper investigation. If the latter is the case, the complainant has 21 days from the date of the acknowledgement letter to provide the additional information. Upon receipt of the additional information, the Town has 30 days to complete the investigation. If no additional information is needed by the Town, then the investigation is to be completed within 30 days of the date of the acknowledgement letter.

The First Selectman, or his/her designee, with assistance from the Town Attorney, is the party responsible for investigating all complaints. At the completion of each investigation, the Town will issue one of two letters to the complainant: a closure letter or a letter of finding. A closure letter summarizes the allegations and facts, and states that in the opinion of the Title VI Coordinator there was no Title VI violation and that the matter is closed. A letter of finding summarizes the allegations and facts, and explains the action to be taken to properly address the finding. If the person submitting the complaint desires to appeal the decision issued by the Town of Woodstock, they may do so by submitting the matter to the FTA Office of Civil Rights, 1200 New Jersey Avenue, Washington, DC 20590 within 30 days of the date of either the closure letter or the letter of finding.

At any time a person may also file a complaint directly with the FTA Office of Civil Rights, 1200 New Jersey Avenue, Washington, DC 20590.

**Town of Woodstock
Title VI Discrimination Complaint Form**

Complainant's Name: _____

Street Address: _____

City, State, Zip Code: _____

Mailing Address (if different): _____

Telephone #: _____

Discrimination based on: Race Color National Origin Age Disability
 Other (Please State) _____

Please provide the date(s) and location of the alleged discrimination, and the name(s) of the individual(s) who allegedly performed the discriminatory acts, including their titles (if known).

Please provide the names, addresses, and telephone numbers of any witnesses.

Explain as briefly and as clearly as possible what happened, describing the act of discrimination, and who is involved. Please include how other persons are treated differently.

Signature: _____ **Date:** _____

You may use additional sheets of paper if necessary. Also include any written materials pertaining to your complaint.

Complaints filed with the Town of Woodstock should be mailed to: Town of Woodstock, First Selectman's Office, 415 Route 169, Woodstock, CT 06281 Fax: 860-963-7557