



SECTION A **Non-Discrimination Policy - Title VI Notice to the Public**

Title VI was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. East Brunswick Township is committed to ensuring that no person shall, on the grounds of race, color, national origin be excluded from participation in or denied the benefits of our services. Any person who believes that they have individually, or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color or national origin, may file a complaint in writing to East Brunswick Township. To file a complaint or for more information on East Brunswick Township under Title VI, please call 732-390-6896 or visit the website at <https://www.eastbrunswick.org/157/Transportation>.

The senior transportation services provided by this agency are partly funded through Federal funds received through NJ TRANSIT and as an individual you also have the right to file your complaint under Title VI to the Federal Transit Administration, Office of Civil Rights, Attn: Title VI Program Coordinator, East Building, 5th Floor – TCR, U.S. Department of Transportation, Federal Transit Administration, Office of Civil Rights, 1200 New Jersey Avenue, SE, Washington, DC 20590. A complaint must be filed within 180 days of the alleged discrimination. If information is needed in another language, contact (732) 390-6896.

Si necesita información en otro idioma, llame al (732) 390-6896

SECTION B
Title VI Complaint Procedures

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by East Brunswick Township Department on Aging may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. Complaint forms are available on the East Brunswick Township website at www.eastbrunswick.org.

East Brunswick Township Department on Aging investigates complaints received within 90 days from the date of the alleged incident. Management will process complaints that are complete.

Once the complaint is received, the Director will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

East Brunswick Township aims to complete investigations into all complaints received, within 90 days of receipt. In instances where additional information is needed to complete an investigation, the investigator will contact the complainant using the contact information provided. Failure of the complainant to provide contact information or any requested additional information may result in a delay in resolution, or the administrative closure of the complaint. 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, East Brunswick Township can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

East Brunswick Township has a zero tolerance policy on discrimination and will take appropriate corrective measures in all instances where a violation of East Brunswick Township's non-discrimination policy has been established.

After the investigator reviews the complaint, she/he will issue one of two 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. An 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 10 days after the date of the letter or the LOF to do so.

SECTION C
Title VI Complaint Form

Note: The following information is needed to assist in processing your complaint.

A. Complainant's information:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone Number (Home): _____

Telephone Number (Work): _____

Email Address: _____

Accessible Format Requirements? (Select One or More)

- Large Print
- TDD
- Audio Tape
- Other

B. Person discriminated against (if someone other than complainant):

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone Number (Home): _____

Telephone Number (Work): _____

Email Address: _____

Relationship to the person for whom you are complaining: _____

Please explain why you have filed for a third party: _____

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.

- Yes
- No

C. Which of the following best describes the reason you believe the discrimination took place?

_____ Race

_____ Color

_____ National Origin

Other:

D. On what date(s) did the alleged discrimination take place?

Date: _____

