



TITLE VI COMPLAINT PROCEDURE

Tracking and Investigating

It is the policy of JFFS to employ its best efforts to ensure that all programs, services, activities and benefits are implemented without discrimination. Jewish Federation & Family Services, Orange County, follows complaint investigation and format procedures which are in keeping with Title VI requirements. This is the Jewish Federation & Family Services, Orange County, procedure for tracking and investigating complaints alleging discrimination on the basis of race, color or national origin.

Any person who believes that he or she, individually or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color, national origin may file a written complaint with Jewish Federation & Family Services, Orange County, the Federal Transit Administration (FTA) or the Secretary of Transportation. Further, Jewish Federation & Family Services, Orange County, prohibits intimidation, coercion or engagement in other discriminatory conduct against anyone because he or she has filed a complaint to secure rights protected by Title VI.

A signed complaint must be filed within 180 days after the date of the alleged discrimination, unless the time for filing is extended by the Secretary of Transportation. Jewish Federation & Family Services, Orange County, encourages complaints to be initially filed with the Jewish Federation & Family Services, Orange County, for resolution. However, in those cases where the complainant is dissatisfied with the resolution by the Jewish Federation & Family Services, Orange County, the same complaint may be submitted to the FTA or the Secretary of Transportation for investigation. Unless otherwise permitted, the final determination of all the Title VI complaints affecting programs administered by the FTA will be made by the Office of the Secretary, Department of Transportation (DOT).

Signed written complaints maybe submitted to the Jewish Federation & Family Services, Orange County, directly or the FTA offices identified below:

- Andrew Breslow, CFO
Jewish Federation & Family Services, Orange County,
1 Federation Way, Suite 210
Irvine, CA 92603
- Federal Transit Administration
Office of Civil Rights
Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

- Federal Transit Administration Region IX
Civil Rights Officer
201 Mission Street, Suite 1650
San Francisco, CA 94105-1839

The complaint information should include the date of the alleged act of discrimination, when the complainant(s) became aware of the alleged action of discrimination; or the date on which that conduct was discounted or the latest instance of conduct.

Complainants should present a detailed description of the issue(s), including the name(s) and job title(s) of those individual(s) perceived as parties in the complaint. The allegation must involve discrimination on the grounds of race, color or national origin. Allegations must involve a Jewish Federation & Family Services, Orange County, service, program or activity of a federal-aid recipient, sub-recipient or contractor.

In cases where the complainant is unable or incapable of providing a written statement but wishes the Jewish Federation & Family Services, Orange County, or the FTA to investigate alleged discrimination, a verbal complaint of discrimination may be made. The complainant will be interviewed by an appropriate official authorized to receive complaints. If necessary, the official will assist the complainant in converting verbal complaints to writing. Translation services will be provided to all complainants, as necessary. All complaints must, however, be signed by the complainant or his/her representative.

Information for filing a Title VI complaint can be accessed on the Family Services OC website at (FamilyServicesOC.org) or by contacting the Jewish Federation & Family Services, Orange County, at (949) 435-3460. E-mail inquiries or initial complaints can be sent directly to Andrew Breslow, Jewish Federation & Family Services, Orange County, at Andrew@JFFS.org.

Complaint Format:

- All complaints must be in writing and signed by the complainant or his/her representative before action can be taken. Complaints shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination.
- Jewish Federation & Family Services, Orange County, will provide the complainant or his/her representative with a written acknowledgment that Jewish Federation & Family Services, Orange County, has received the complaint within ten working days.

Tracking Complaints:

- The following complaint information will be tracked on the Jewish Federation & Family Services, Orange County, Title VI Complaint/Investigation log by the Human Resources Department.
 1. Date the complaint was received by the Jewish Federation & Family Services, Orange County
 2. Date an acknowledgment letter was sent to the complainant
 3. Entity
 4. Protected category
 5. Program/Activity/Service
 6. Summary of the allegation
 7. Status of the complaint
 8. Was the complaint investigated - yes/no
 9. Action Taken
 10. The response letter was sent to the complainant - action taken

Determination of Investigative Merit:

Jewish Federation & Family Services, Orange County, will begin an investigation within fifteen (15) working days of receipt of a valid complaint. A complaint shall be regarded as meriting investigation unless:

- It clearly appears on its face to be frivolous or trivial.
- Within the time allotted for making the determination of jurisdiction and investigative merit, the party complained against voluntarily concedes noncompliance and agrees to take appropriate remedial action.
- Within the time allotted for making the determination of jurisdiction and investigative merit, the complainant withdraws the complaint; or
- Other good cause for not investigating the complaint exists (e.g. respondent is presently under investigation by another Federal agency).

Request for Additional Information from Complainant and/or Respondent:

In the event that the complainant or respondent has not submitted sufficient information to make a determination of jurisdiction or investigative merit, Jewish Federation & Family Services, Orange County, may request additional information from either party. This request shall be made within 15 working days of the receipt of the complaint and will require that the party submit the information within 60 working days from the date of the original request. Failure of the complainant to submit additional information within the designated time frame may be considered good cause for a determination of no investigative merit. Failure of respondent to submit additional information

within the designated time frame may be considered good cause for a determination of noncompliance.

Investigative Report:

Jewish Federation & Family Services, Orange County will complete an investigation within ninety (90) days of receipt of the complaint. If additional time for the investigation is needed, the complainant will be contacted. A written report will be prepared by the responsible investigator at the conclusion of the investigation. The investigative report will include the following:

- Summary of the complaint, including a statement of the issues relevant Federal, State, and Local Laws, rules, regulations, and guidelines, etc.
- Description of the investigation, including a list of the persons contacted by the investigator and a summary of the interviews conducted; and a statement of the investigator’s findings and recommendations. A closing letter will be provided to the complainant.

Timeline Requirements:

Signed complaint filed with the: Human Resource Department Jewish Federation & Family Services, Orange County	180 days
written acknowledgement from date of receipt	10 days
Begin investigation	15 days
Request for additional information from complainant(s)	15 days
Submit additional information	60 days
Complete investigation	90 days

Recordkeeping Requirements:

The Jewish Federation & Family Services, Orange County Human Resource Department will ensure that all records relating to the Jewish Federation & Family Services, Orange County, Title VI Complaint Process are maintained with the department records for seven years as of the date of the complaint.

Records will be available for compliance review audit.