SPERO FAMILY SERVICES

DISCRIMINATION ADA/TITLE VI COMPLAINT FORM

Section 1		
Name:		
Address:		
Telephone Number:		
Email address:		
Accessible Format Requirements:	☐ Large Print	☐ Audio Tape
	☐ TDD	☐ Other
Section 2		
Are you filing this complaint on your own behalf?	☐ Yes	☐ No
If you answered "yes" to this question, go to Section 3		
If not, please supply the name and relationship of 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

Section 3

I believe the discrimination I experienced was based on (check all that apply):

☐ Race ☐ Color ☐ National Origin ☐ Disability

Date of Alleged Discrimination (Month, Day, Year): _____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form. _____

_____

_____

_____

_____

Section 4		
Have you previously filed a Discrimination Complaint with this agency?	☐ Yes	☐ No

If yes, please provide any reference information regarding your previous complaint.

_____

_____

Section 5

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State Court?

☐ Yes ☐ No

If yes, check all that apply:

☐ Federal Agency _____ ☐ State Agency _____

☐ Federal Court _____ ☐ State Court _____

☐ State Agency _____

Please provide information about a contact person at the agency/court where the complaint was filed:
Name:
Title:
Agency:
Address:
Telephone #:

Section 6

Name of agency the complaint is against:
Name of person complaint is against:
Title:
Location:
Telephone # (if available):

You may attach any written materials or other information that you think is relevant to your complaint. Your signature and date are required below:

_____ _____

Signature *Date*

Please submit this form in person at the address below, or mail this form to:

Spero Family Services

Attn: Amber Overstreet, HR Director

2023 Richview Road

Mt Vernon, IL 62864

(618) 242-1070

amber.overstreet@sperofs.org

A copy of this form can be found online at www.sperofs.org