

## **PUBLIC ACCESS DISCRIMINATION COMPLAINT PROCEDURE DESCRIPTION**

The Office of Diversity and Civil Rights Compliance (DCRC) is pleased to have an opportunity to assist you.

In order to assist you properly, the DCRC needs your cooperation in obtaining information that will allow staff to provide you with the best service possible. The attached Discrimination Complaint Form is designed to provide the information needed to get started. The Discrimination Complaint Form must be fully completed.

Please return the completed Discrimination Complaint Form to a DCRC administrative support member who will forward your paperwork to the EEO Officer. The EEO Officer will schedule a follow up appointment to review your information with you. The EEO Officer will talk with you about your concerns and issues so that a detailed understanding of your case can be developed.

The information you have provide will be review and where appropriate an EEO Officer will be assigned to contact and work with you to resolve your concerns. The EEO Officer you worked with initially may/may not be the person who is assigned to work with you to resolve your concerns.

Please complete the Discrimination Complaint Form and attach any documentation you may have pertaining to the issues you have expressed. If you require any help or have any additional questions, you may call the Office of Diversity and Civil Rights Compliance at (404) 612-3735.

Thank you for contacting us. We look forward to working with you.



## FREQUENTLY ASKED QUESTIONS AND ANSWERS ABOUT FILING A TITLE VI DISCRIMINATION COMPLAINT

### **1. What is Title VI Discrimination?**

Title VI of the Civil Rights Act 1964, as amended requires that no person shall on the basis of race, color or national origin, as provided by this statute and the Civil Rights Restoration Act of 1987 (P. L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Fulton County further assures every effort will be made to ensure nondiscrimination in all of its programs, services and activities, whether or not those programs, services and activities are federally funded. In addition, Fulton County will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.

### **2. I think I have been discriminated against, but I'm not sure. What do I do?**

Individuals who feel they have been discriminated against should call the Office of Diversity and Civil Rights Compliance to schedule an appointment to discuss your complaint. During the intake process, it will be determined whether or not your complaint has a discriminatory basis.

### **3. When should I file a complaint?**

A complaint of Title VI discrimination must be filed with the Office of Diversity and Civil Rights Compliance (DCRC) within one hundred eighty (180) business days of the date on which the unfair treatment took place. Under certain conditions, a waiver of the filing deadline may be granted. Waivers will be approved or denied at the time an untimely charge is filed.

### **4. Is the DCRC the only place I can file a Title VI charge of discrimination?**

No. Individuals who feel they have been subjected to Title VI discrimination may also file with the Georgia Department of Transportation located at 600 West Peachtree St, NW (7th Floor) Atlanta, GA 30308 – (404) 631-1972 as well as with, the United States Department of Justice, Civil Rights Division, Federal Coordination and Compliance Section – NWB 950 Pennsylvania Avenue, NW Washington, D.C. 20530 – 1-888-848-5306.

### **5. What happens if the unfair treatment I allege is not discrimination?**

If it is determined after an intake interview that your complaint is not based on discrimination, you will be referred to the appropriate resource for the resolution of your complaint.



## **FREQUENTLY ASKED QUESTIONS AND ANSWERS ABOUT FILING A TITLE II OF THE AMERICANS WITH DISABILITIES ACT DISCRIMINATION COMPLAINT**

### **1. What is Title II of the Americans with Disabilities Act Discrimination?**

Title II of the Americans with Disabilities Act 1990, as provided by this statute and section 504 of the Rehabilitation Act of 1973, prohibits discrimination on the basis of disability in the services, programs, and activities provided or made available by public entities. Fulton County further assures every effort will be made to ensure nondiscrimination in all of its programs, services and activities, whether or not those programs, services and activities are federally funded.

### **2. I think I have been discriminated against, but I'm not sure. What do I do?**

Individuals who feel they have been discriminated against should call the Office of Diversity and Civil Rights Compliance to schedule an appointment to discuss your complaint. During the intake process, it will be determined whether or not your complaint has a discriminatory basis.

### **3. When should I file a complaint?**

A complaint of Title II of the Americans with Disabilities Act discrimination must be filed with the Office of Diversity and Civil Rights Compliance (DCRC) within one hundred eighty (180) business days of the date on which the unfair treatment took place. Under certain conditions, a waiver of the filing deadline may be granted. Waivers will be approved or denied at the time an untimely charge is filed.

### **4. Is the DCRC the only place I can file a Title II of the Americans with Disabilities Act charge of discrimination?**

No. Individuals who feel they have been subjected to Title II of the Americans with Disabilities Act discrimination may also file with the United States Department of Justice, Civil Rights Division, Disability Rights Section – NYAV 950 Pennsylvania Avenue, NW Washington, D.C. 20530 – 1-800-514-0301 (voice) 1-800-514-0383 (TTY).

### **5. What happens if the unfair treatment I allege is not discrimination?**

If it is determined after an intake interview that your complaint is not based on discrimination, you will be referred to the appropriate resource for the resolution of your complaint.

**FULTON COUNTY OFFICE OF DIVERSITY AND CIVIL RIGHTS COMPLIANCE**

**PUBLIC ACCESS DISCRIMINATION COMPLAINT FORM**

**Instructions: Complete this form by providing as much detailed information as possible. You may attach additional sheets if necessary.**

**1. NAME (Last, First, Middle)**  Mr.  Ms.  Mrs.

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**2. HOME ADDRESS (No. and Street)**      **Apt #**      **3. CITY AND STATE**      **4. ZIP CODE**

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**5. HOME PHONE + AREA CODE**      **6. WORK PHONE + AREA CODE**      **7. CELL + AREA CODE**

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**8. E-MAIL ADDRESS**      **9. RACE**      **10. COLOR**      **11. NATIONAL ORIGIN**

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**12. PERSON (S) DISCRIMINATED AGAINST (If someone other than complainant):**

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**13. Are you currently working with a representative or attorney?**

Yes

No

**If yes, please provide the following information:**

**Name of Representative:** \_\_\_\_\_

**Name of Attorney:** \_\_\_\_\_

**Phone Number:**                    (    ) \_\_\_\_\_

**14. Have you ever filed a charge alleging similar facts with any of the following offices? Check all that apply**

**EEODA**

**(Federal or State Regulating Agency)**

**Other**

**Explain:**




**15e. WHAT WOULD YOU ACCEPT AS A REASONABLE RESOLUTION TO YOUR COMPLAINT?**

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**16. We cannot accept a complaint if it has not been signed. Please sign and date this Complaint Form below.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE