STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES
OFFICE OF GENERAL COUNSEL
CITIZENS PLAZA BUILDING
400 DEADERICK STREET
NASHVILLE, TENNESSEE 37243

TELEPHONE: 615-313-4731 FAX: 615-741-4165
TTY: 1-800-270-1349
www.state.tn.us/humanserv/

BILL HASLAM
GOVERNOR

RAQUEL HATTER, MSW, Ed.D.
COMMISSIONER

Civil Rights Complaint Form

To: Department of Human Services
Civil Rights Compliance Officer
400 Deaderick Street 15th Floor
Nashville, Tennessee 37243

Complainant's Name: _____

Complainant's Contact Information *

Mailing Address:

_____
_____

Phone Number(s):

Home: _____
Work: _____
Cell: _____

E-Mail address: _____

* We will use any information provided to contact you unless you ask us not to.

Date(s) of Unfair Treatment: _____

Tell us how you believe you have been treated unfairly by the Department of Human Services or anybody providing services on behalf of the Department of Human Services. Please state below the basis on which you believe these unfair actions were taken. See page 2, for additional space to respond:

___ **Race/Color:** _____
___ **National Origin:** _____
___ **Sex:** _____
___ **Religion:** _____
___ **Age:** _____
___ **Disability:** _____
___ **Political Beliefs:** _____

Nondiscrimination--What if you think you have been treated unfairly? This section tells you what to do. In accordance with Federal law and U.S. Department of Agriculture (USDA) and U.S. Department of Health and Human Services policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. Under Food Stamp Act and USDA policy, discrimination is prohibited also on the basis of religion or political beliefs. To file a complaint of discrimination, contact USDA or HHS. Write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410 or call (202)720-5964 (voice and TDD). Write HHS, Director, Office for Civil Rights, Room 506-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202)619-3257(TDD). USDA and HHS are equal opportunity providers and employers.

Note: If this complaint involves the Food Stamp Program or the Food Nutrition Program, you may send your complaint directly to the USDA, Regional Director, Civil Rights Office 61 Forsyth Street, SW Room 8T36 Atlanta, GA. 30303 or call (404)562-0532 (voice) and (202)720-6382 (TDYY). If you file your complaint with DHS, it will be forwarded to the USDA for a response.

Please explain any relevant information to your complaint. (Attach additional pages if needed)

Have you filed this complaint somewhere else? _____Yes _____ No

If Yes, with what agency have you filed the Complaint: _____

Signed:_____ Date: _____ / _____ / _____

If we do not respond to your complaint within thirty-five (35) business days, please call the Compliance Officer at (615) 313-4731.