



TOWN OF ROXBURY CONNECTICUT

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

TOWN OF ROXBURY TITLE VI DISCRIMINATION COMPLAINT FORM

Complainants Name: _____

Street Address: _____

City, State, Zip: _____

Telephone #: _____

Discrimination because of: __Race/ __Color/ __National Origin/ __Sex/ __Age/ __Disability/ __Creed/ __Other

Please provide the date(s) and location of the alleged discrimination, the name(s) of the individual(s) who allegedly discriminated against you including their titles (if known).

Please provide the names, addresses, and telephone numbers of any witnesses.

Explain as briefly and as clearly as possible what happened, how you feel that you were discriminated against and who was involved. Please include how other persons were treated differently from you.

Signature: _____

Date: _____

You may use additional sheets of paper if necessary. Also, include any written materials pertaining to your complaint.

How can I file a discrimination complaint?

If you believe that a CONNDOT recipient has discriminated against you or others protected by Title VI, you may file a complaint. Complaints should be directed to:

Phone: 860-210-0056

Fax: 860-210-0129

Roxbury Senior Center

Title VI Complaint Log

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Town of Roxbury

TITLE VI COMPLAINT POLICY

The Town of Roxbury posts the following Title VI Complaint Policy on our Town's website, at the Senior Center, Town Hall, and inside the Town's ParaTransit bus.

Title VI of the Civil Rights Act of 1964 states the following:

"No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The Town of Roxbury is committed to complying with the requirements of Title VI.

Submitting a Title VI Complaint

If you believe you have been discriminated against on the grounds of race, color or national origin, you may file a written and signed complaint within sixty (180) days of the date of alleged discrimination. The complaint should include the following information:

Your name, address, and how to contact you (i.e., telephone number, email address, etc.)

How, when, where, and why you believe you were discriminated against. Include the location, names, and contact information of any witnesses.

Or, for your convenience and to ensure that you provide all the necessary information to assist us in processing your complaint, a discrimination complaint form is available online at www.roxburyct.com. The form also can be mailed to you upon request.

Please submit complaints, questions, requests for forms, or requests for alternative formats to:

Jennifer Skene-Tiso, Director,
Roxbury Senior Center
7 South Street, P.O. Box 203
Roxbury, CT 06783
tele: 860-210-0056
fax: 860-210-0129
seniorcenterdirector@roxburyct.com

Discrimination Complaint Guidelines

In order for the Town of Roxbury to investigate a complaint, the following guidelines must be met:

- The issue must be one of discrimination because of race, color, or national origin in order for the Town of Roxbury to investigate the charge of discrimination.
- It is necessary to show that because of your race, color or national origin, you have been treated in a manner that has caused your access to Town of Roxbury's facilities or services to be restricted or refused.
- The complaint must be filed within 180 calendar days from the date of the alleged discriminatory act.

Complainants may also file a Title VI complaint with an external entity such as the Federal Transit Administration (FTA), other federal or state agency, or a federal or state court. However, should a complaint be filed with the Town of Roxbury and an external entity simultaneously, the external complaint will supersede the Town of Roxbury's complaint and Roxbury's complaint procedures will be suspended pending the external entity's findings.