

CIVIL RIGHTS COMPLAINT

Any consumer of Department of Health Services (DHS) services and benefits funded by the U.S. Department of Health and Human Services (DHHS) may file a civil rights complaint at any time with the DHS Affirmative Action and Civil Rights Compliance (AA/CRC) Office.

You may also file a discrimination complaint with the U.S. DHHS Office for Civil Rights, Region V. Any complaint about the Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamps, or known in Wisconsin as the FoodShare Program (FoodShare Wisconsin), WIC or The Emergency Food Assistance Program (TEFAP) must be filed with the USDA. Complaints filed with the U.S. DHHS and USDA must be filed within 180 days of the alleged discriminatory act.

SECTION I – COMPLAINANT

Important! The complainant must notify the DHS AA/CRC Office if there is a change in address or telephone number. If the office is not able to locate the complainant, the complaint may be closed.

First Name	Middle Initial	Last Name	Filing Date
Address – Street	City	ZIP Code	County
Home Telephone Number	Work Telephone Number	E-mail Address	FAX

SECTION II – RESPONDENT / PROVIDER INFORMATION

Name – Organization / Agency	Type Org. County, City, State	<input type="checkbox"/> For Profit	<input type="checkbox"/> Non-Profit
Name – Person Representing Respondent	Organizational Title		
Address – Representative	City	ZIP Code	County
Telephone Number – Include Area Code and Extension	E-mail Address		

SECTION III – REASON FOR DISCRIMINATION

Check only the boxes that are the reason for your complaint. If you checked a box with an asterisk (*), you must provide your protected status or preferred language here:

<input type="checkbox"/> * Color	<input type="checkbox"/> Religion	<input type="checkbox"/> * Age (40 or over) – Birthdate:
<input type="checkbox"/> * Disability	<input type="checkbox"/> Political Affiliation	<input type="checkbox"/> National Origin or Limited English Proficiency – Preferred
<input type="checkbox"/> * Gender	<input type="checkbox"/> Retaliation	Language:
<input type="checkbox"/> * Race / Ethnicity		
<input type="checkbox"/> Other:		

SECTION IV – DISCRIMINATION STATEMENT Use additional pages, as is necessary, to fully complete this section.

1. Describe the events that led you to file this complaint.
2. Give the date each action occurred and name of the person who took the action.
3. Explain how each action was related to the box(es) you checked in Section III.

SECTION V – CERTIFICATION AND SIGNATURE

By my signature below, I declare this complaint is true and correct to the best of my knowledge and belief.

SIGNATURE - Complainant

 Date Signed

Mail To: DHS Affirmative Action & Civil Rights Compliance Office
 1 W. Wilson, Box 7850
 Madison, WI 53707-7850

Other Contact Information
FAX : 608-267-2147
E-Mail: David.lopez@dhs.wi.gov

