

**COV LUS QHIA  
UA DAIM NTAWV TSIS TXAUS SIAB  
INSTRUCTIONS  
COMPLETING CIVIL RIGHTS COMPLAINT FORM**

Txoj Cai Title VI of the 1964 Civil Rights Act txwv tsis pub cais neeg los ntawm tus neeg keeb kwm (national origin). Qhov kom cov kev pab cuam muab kev yooj yim rau cov neeg muaj mob xiam qhab kom mus cuag tau lawv thiab tau txais kev pab ntawd yog hais nyob hauv txoj Cai American with Disabilities Act of 1990 thiab Rehabilitation Act of 1973 raws li muab kho dua, Nqe 504.

Yog qhov kev pab cuam tsis kam muab kev pab rau koj, los yog qhov kev pab muab rau koj ntawd txawv qhov muab rau lwm tus, los yog qhov chaw muab kev pab cuam tsis yooj yim mus tau rau hauv, tej no kuj hais tau tias yog cais neeg tsis raws cai. Yog koj xav tias qhov kev pab cuam ua tsis ncaj rau koj vim los ntawm koj haiv neeg, tsos nqaij daim tawv, keeb kwm los yog tsis paub lus As Kiv zoo, hnuv nyoog, poj niam/txiv neej, xiam oob qhab, kev ntseeg los yog ua pauj (retaliation), koj yuav ua ntawv tsis txaus siab mus sib hais txog tej no tau. Koj tseem ua tau ntawv tsis txaus siab thiab yog koj ntseeg tias koj yeej muaj feem tau txais Food Stamps (FoodShare Wisconsin) tab sis luag tsis kam muab rau koj vim los ntawm kev zwm nrog pab pawg ntseeg kev tswj fwm teb chaws (political affiliation).

Koj yuav sau daim ntawv tsis txaus siab mus rau qhov chaw khiav hauj lwm muab kev pab ntawm koj, los yog sau mus rau txheej siab hauv tsoom fwm xeev los yog tsoom fwm teb chaws. Cov uas tau txais kev pab los ntawm xeev Wisconsin Department of Health Services (DHS) uas yog tsoom fwm teb chaws U.S. Department of Health and Human Services (DHHS) ua tus muab nyiaj tuaj yuav tau xa daim ntawv tsis txaus siab mus rau Wisconsin DHS Affirmative Action and Civil Rights Compliance (AA/CRC) Office. Koj yuav xa mus rau US DHHS Office for Civil Rights, Region V los tau. Yog tsis txaus siab txog Food Stamps, WIC los yog The Emergency Food Assistance Program (TEFAP) xa daim ntawv mus rau Wisconsin DHS, AA/CRC Office los yog xa ncaj nraim mus rau U.S. Department of Agriculture (USDA). (Cov chaw nyob ntawm tsoom fwm cov chaw khiav hauj lwm no muab teev rau nram qab ntawm phab ntawv tom ntej no).

Yuav tsum ua daim ntawv tsis txaus siab tsis pub dhau 180 hnuv tom qab qhov luag saib tsis taus ua tsis raws cai rau koj ntawd tshwm sim; li cas los xij, koj yuav tsum ua daim ntawv sai li sai tau tom qab qhov teeb meem tshwm sim. Yog koj ua daim ntawv mus rau qhov chaw khiav hauj lwm muab kev pab ntawm koj nrog daws qhov teeb meem tab sis koj ho tsis pom zoo raws li qhov lawv tau txia txim, koj muaj cuab kav ua ntawv tsis txaus siab ntiv mus rau txheej siab tsuav kom nws tsis txhob dhau lub sij hawm uas tau hais los saum no xwb.

**NQE LUS I – TUS TSIS TXAUS SIAB (COMPLAINANT)**

Muab koj lub npe, chaw nyob, xov tooj thiab lwm yam uas luag nug txog sau rau ntawm nqe lus no. Hnuv koj tso rau (filing date) yog hnuv koj ua daim ntawv tsis txaus siab los yog daim foos, kos koj lub npe rau, thiab muab xa tawm.

**NQE LUS II – TUS NEEG / QHOV CHAW MUAB KEV PAB CUAM UAS KOJ TSIS TXAUS SIAB RAU (RESPONDENT / PROVIDER INFORMATION)**

Muab qhov chaw khiav hauj lwm muab kev pab cuam lub npe uas koj ntseeg tias nws tau ua tsis ncaj rau koj. Nyob rau nqe lus no, koj yuav muab cov npe neeg uas koj ntseeg tias lawv ua tsis ncaj rau koj muab koj cais tsis raws cai los yog qhov chaw khiav hauj lwm muab kev pab uas txais tus neeg los yog cov neeg ntawd los ua hauj lwm rau hauv.

**NQE LUS III – VIM DAB TSI THIAJ MUAB KOJ CAIS TSIS RAW S CAI (REASON FOR DISCRIMINATION)**

Kos rau lub voj voos (box) uas koj ntseeg tias luag cais koj vim los ntawm koj haiv neeg, tsos nqaij daim tawv, keeb kwm, poj niam/txiv neej, kev ntseeg, hnuv nyoog, xiam oob qhab los yog ua pauj rau ib qhov teeb meem uas koj tau muab qhia tawm.

**NQE LUS IV – PIAV QHOV MUAB KOJ CAIS TSIS RAW S CAI (DISCRIMINATION STATEMENT)**

Piav qhov xwm txheej los yog teeb meem uas tau tshwm sim, los yog qhov teeb meem uas tus neeg los yog qhov chaw khiav hauj lwm muab kev pab cuam tau ua rau koj. Piav kom tseeb npaum li tseeb tau seb muaj li cas, vim li cas koj ho ntseeg tias luag tau muab koj cais tsis raws cai lawm tiag. Yog muaj, thov piav seb lwm tus ne ho raug luag fwm thiab tsis raug muab cais txawv koj li cas. Yog koj muaj ntaub ntawv ua pov thawj txog tej teeb meem koj tsis txaus siab no, thov muab xa nrog daim ntawv no thiab.

**NQE LUS V – COG LUS THIAB KOS NPE (CERTIFICATION AND SIGNATURE)**

Kos koj lub npe thiab teev hnuv uas koj kos npe rau.

**NQE LUS VI – XA KOJ DAIM NTAWV TSIS TXAUS SIAB (MAILING YOUR COMPLAINT)**

1. Xa Mus Rau Tsoom Fwv Xeev (At the State Level)

Yog ua daim ntawv tsis txaus siab txog Medical Assistance Service, Women, Infants and Children (WIC), Food Stamps, BadgerCare, SeniorCare, Child Placement Services, Medicaid, Community Aid thiab lwm yam kev pab cuam muab los ntawm Wisconsin Department of Health Services (DHS), muab daim Civil Rights Complaint Form (F-80983) los ua kom tiav thiab xa mus rau:

Wisconsin Department of Health Services  
Division of Enterprise Services  
Office of Affirmative Action and Civil Rights Compliance  
P.O. Box 7850  
Madison, WI 53707

**Xov Tooj:** 608-266-9372, **TTY:** 1-888-701-1251

**Email:** [David.lopez@dhs.wi.gov](mailto:David.lopez@dhs.wi.gov)

2. Xa Mus Rau Tsoom Fwv Teb Chaws (At the Federal Level)

Yog ua daim ntawv tsis txaus siab rau cov kev pab cuam los ntawm Wisconsin Department of Health Services raws li hais los saum no, xa mus los yog hu rau:

U.S. Department of Health and Human Services  
Office for Civil Rights-Region V  
233 N. Michigan Ave.  
Chicago, IL 060601

**Xov Tooj:** 312-886-2359, **TTY:** 315-353-5693

Yog ua daim ntawv tsis txaus siab txog Food Stamps, WIC los yog The Emergency Food Assistance Program (TEFAP), xa mus los yog hu rau:

USDA Director, Office of Civil Rights  
Room 326-W, Whitten Building  
1400 Independence Ave, S.W.  
Washington, D.C. 20250-9410

**Xov Tooj:** 202-720-5964

Los yog

USDA, Regional Civil Rights Office  
77 Jackson Boulevard, 20<sup>th</sup> Floor  
Chicago, IL 60604

**Xov Tooj:** 312-353-1457