**TITLE VI NOTICE OF PROTECTION AGAINST DISCRIMNATION**

Greenville County Disabilities and Special Needs Board, Thrive/Upstate operates its programs and services without regard to race, color and national origin. Any person who believes that she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Greenville County Disabilities and Special Needs Board/Thrive Upstate.

Individuals wishing to request and/or receive additional information on its discrimination obligations, including its complaint procedures, please contact the person listed below or visit the administrative office at the address listed below:

# Tyler Rex Executive Director 1700 Ridge Road

**Greenville, South Carolina 29607 Phone Number: 864-288-1907 Telephone** Ext 3544

**Email Address** [**tyler.rex@thriveupstate.org**](mailto:tyler.rex@thriveupstate.org) **Website** [www.thriveupstate.org](http://www.thriveupstate.org/)

Individuals wishing to file a discrimination complaint under Title VI, the written complaint must be filed to the address above within less than 180 days of the alleged discrimination. Written complaints may also be filed with the U.S. Department of Transportation/Federal Transit Administration (FTA) no later than 180 days after the date of the alleged discrimination, unless the time for filing is extended by FTA, at the following address:

Federal Transit Administration Office of Civil Rights Attention: Complaint Team East Building, 5th Floor-TCR 1200 New Jersey Ave., S.E. Washington, DC 20590

To accommodate limited English proficient individuals, oral complaints are to be documented and/or translated and may also be given at above address.

# APPENDIXE

**TITLE VI COMPLAINT FORM**

|  |  |
| --- | --- |
| **SECTION I:** | |
| Name: | |
| Address: | |
| Telephone (Home): | Telephone (Work): |
| Electronic Mail Address: | |
| Accessible Format Requirements? | |
| Large Print TDD Audio Tape Other | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION II:** | | | |
| Are you filing this complaint on your own behalf? | Yes\* | [] | No [] |
| \*If you answer "yes" to this question, go to Section III. | | | |
| If not, please supply the name and relationship of the person for whom you are complaining: | | | |

|  |  |
| --- | --- |
| Please explain why you have filed for a third party: | |
| Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party Yes [] No [] | |
| **SECTIONID** | |
| I believe the discrimination I experienced was based on (check all that apply): | |
| [] Race [] Color [] National Origin | |
| Date of Alleged Discrimination (Month, Day, Year): |  |
|  |
| Explain as clearly as possible what happen and why you believe you were discriminate against. Describe all persons who were involved. Include the name and contact information of the persons(s) who discriminated against you (if known) as well as names and contact information of  any witness. If more space is needed please use the back of this form. | |
|  | |
|  | |
| **SECTION IV** | |
| Have you previously filed a Title VI complaint with this agency? Yes [] No[] | |
| **SECTIONV** | |
| Have you filed this complaint with any other Federal, State, or local agency or with any Federal  or State court? [] Yes [] No | |
| [ ] Federal Agency Federal Court [] State Court [ ] | |
| State Agency [ ] Local Agency [ ] | |

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| Please provide information about a contact person at the agency/court where the complaint was filed. |
| Name: |
| Title: |
| Agency: |
| Address: |
| Telephone: |
| **SECTION VI** |
| Name of Agency complaint is against: |
| Contact Person: |
| Title: |
| Telephone Number: |

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature

Please submit this form in person at the address below or mail for to: Tyler Rex

Executive Director 1700 Ridge Road

Greenville, South Carolina 29607

Date

Telephone Number 864-288-1907/email address [tyler.rex@thriveupstate.org](mailto:tyler.rex@thriveupstate.org)