

POLICY AND PROCEDURES FOR INFORMING SERVICE RECIPIENTS OF TITLE VI

POLICY:

(Agency Name) will take reasonable steps to ensure that all service recipients are notified at their initial contact of their right to receive equal treatment without discrimination based upon their race, color, national origin or having Limited English Proficiency (LEP). They will also be informed of their right to file a complaint and how to file a complaint should they feel discriminated against. *Refer to attached form.*

PROCEDURES:

1. Title VI will be noted on the agency website, brochures, and training events.
2. Title VI posters and brochures (in English and Spanish) will be publically visible at all agency sites.
3. At the initial intake, the attached form will be explain to the service recipient, signed by the service recipient and staff, with a copy kept in the service recipient's chart (*Refer to attachment A*).
4. Upon completion of services, Title VI will be addressed in a Service Recipient's Satisfaction Survey (*Refer to attachment B*).

Date of P&P (Initial data,
Reviewed date)

Signed by
Authorizing Agency

Authority's Printed Name,
Title and Credentials