Appendix A

**FMRS Health Systems, Inc.**

Non-Discrimination (Title VI/ADA)

Complaint Form

If you feel that you have been discriminated against in the provision of services based on race, color, national origin, or disability, please provide the following information to assist us in processing your complaint. Should you require any assistance in completing this form or need information in alternate formats, please let us know.

Please mail or return this form to:

Chief Compliance Officer or designee

FMRS Health Systems, Inc.

101 South Eisenhower Drive

Beckley, WV 25801

304-256-7100

compliancedept@fmrs.org

**PLEASE PRINT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Complainant’s Name:** | | | | | | | | | | | | | | |
| a. Address: | | | | | | | | | | | | | | |
| b. City: State: Zip Code: | | | | | | | | | | | | | | |
| c. Telephone (Home  or Cell  ) Please include area code | | | | | | | | | | | | Telephone Number (Work) | | |
| ( ) | | | | | | | | | | | | ( ) | | |
| d. Electronic Mail Address: | | |  | | | | | | | | | | |  |
| Do you prefer to be contacted via this e-mail address?  Yes  No | | | | | | | | | | | | | | |
| 2. **Accessible Format of Form needed?**  Large Print  Audio File  TDD | | | | | | | | | | | | | | |
| Other (please specify): | | | | | | | | | | | | | | |
| 3. **Are you filing this complaint on your own behalf?**  Yes (If YES, please go to Question 7.) | | | | | | | | | | | | | | |
| No (If NO, please go to Question 4.) | | | | | | | | | | | | | | |
| 4. **If you answered NO to question 3 above, please provide your name and address.** | | | | | | | | | | | | | | |
| a. Name of Person Filing Complaint: | | | | | | | | | | | | | | |
| b. Address: | | | | | | | | | | | | | | |
| c. City: State: Zip Code: | | | | | | | | | | | | | | |
| d. Telephone (Home  or Cell  ) Please include area code | | | | | | | | | | | | Telephone Number (Work) | | |
| ( ) | | | | | | | | | | | | ( ) | | |
| e. Electronic Mail Address: | | |  | | | | | | | | | | |  |
| Do you prefer to be contacted via this e-mail address?  Yes  No | | | | | | | | | | | | | | |
| 5. **What is your relationship to the person for whom you are filing the complaint?** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| 6. **Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.** Yes, I have permission.  No, I do not have permission. | | | | | | | | | | | | | | |
| 7. **I believe that the discrimination I experienced was based on** (check all that apply) | | | | | | | | | | | | | | |
| Race  Color  National Origin (Classes protected by Title VI)  Disability | | | | | | | | | | | | | | |
| Other (please specify) | | | | | | | | | | | | | | |
| 8. **Date of Alleged Discrimination** (Month, Day, Year): | | | | | | | | | | | | | | |
| 9. **Where did the Alleged Discrimination take place?** | | | | | | | | | | | | | | |
| 10. **Explain as clearly as possible what happened and why you believe that you were discriminated against.** Describe all of the persons that were involved. Including the name and contact information of the person(s) who discriminated against you (if known). *Use the back of this form or separate pages if addition space is required.* | | | | | | | | | | | | | | |
| 11. **Please list any and all witnesses’ names and phone numbers/contact information.** *Use the back of this form or separate pages if additional space is required.* | | | | | | | | | | | | | | |
| 12. **What type of corrective action would you like to see taken?** | | | | | | | | | | | | | | |
| 13. **Have you filed a complaint with any other Federal, State, or local agency, or with any Federal or State court?**  Yes (If yes, check all that apply)  No | | | | | | | | | | | | | | |
| a.  Federal Agency *(List agency’s name)*: | | | | | | | | | | | | | | |
| b.  Federal Court *(Please provide location)*: | | | | | | | | | | | | | | |
| c.  State Court | | | | | | | | | | | | | | |
| d.  State Agency *(Specify Agency)*: | | | | | | | | | | | | | | |
| e.  County Court *(Specify Court and County)*: | | | | | | | | | | | | | | |
| f.  Local Agency *(Specify Agency)*: | | | | | | | | | | | | | | |
| 14. **Please provide information about a contact person at the agency/court where the complaint was filed.** | | | | | | | | | | | | | | |
| Name: |  | | | | |  | | Title: | |  | | | | |
| Agency: |  | | | | |  | | Telephone: | | | | | ( ) | |
| Address: | |  | | | | |  | |  | | | | |  |
| City: |  | | | State: |  | | | | | | Zip Code: | | |  |

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

Signature and date are required:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Signature* |  | *Date* |

If you have completed Questions 4, 5 and 6, your signature and date is required.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Signature* |  | *Date* |