

NOTICE!!!

YOUR RIGHTS UNDER TITLE VI, CIVIL RIGHTS ACT OF 1964, AS AMENDED

The Transportation services of the United Way Kershaw County (UWKC) and our Dial-A-Ride are provided without discrimination based upon your race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint within 180 days with United Way Kershaw County (UWKC), or with Santee Wateree RTA (SWRTA), Attention: Title VI Coordinator, PO Box 2462, Sumter, SC 29151.

For more information on UWKC's civil rights program, and the procedures to file a complaint, contact 803-432-0951; or visit our administrative office at 110 E Dekalb Street, Camden, S.C. 29020 or visit our webpage for instructions at www.uwkc.net.

A complainant may file a complaint within 180 days directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

If information is needed in another language, contact
803-432-0951.

Procedures for filing a Title VI Complaint

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the United Way of Kershaw County (UWKC) may file a complaint by completing and submitting the agency's Title VI Complaint Form. The UWKC investigates complaints received no more than 180 days after the alleged incident. The UWKC will process complaints that are complete.

Once the complaint is received, the UWKC will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The UWKC has 60 days to investigate the complaint. If more information is needed to resolve the case, UWKC may contact the complainant. The complainant has 20 business days from the date of the letter to send request information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 20 business days, UWKC can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal against the decision, she/he has 60 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor – TCR, 1200 New Jersey Avenue SE, Washington, DC 20590.



UWKC Title VI Complaint Form

Instructions: If you would like to submit a Title VI complaint to the United Way of Kershaw County (UWKC), please fill out the form below and send it to UWKC, Attn: Title VI Coordinator, PO Box 737, Camden, S.C. 29021. For questions or a full copy of UWKC's Title VI policy and complaint procedures call 803-432-0951 or email donnysupplee@uwkc.net

1. Name (Complainant)

2. Phone:

3. Home Address (Street No., City, State, Zip):

4. If applicable, name of person (s) who allegedly discriminated against you:

5. Location and Position of person(s) if known:

6. Date of incident:

7. Discrimination because of:

- Race Color National Origin

8. Explain as briefly and clearly as possible what happened and how you believe you were discriminated against; indicate who was involved. Be sure to include how you feel other people were treated differently than you. Also, attach any written material pertaining to your case.



UWKC Title VI Complaint Form

9. Why do you believe these events occurred?

10. What other information do you think is relevant to the investigation?

11. How can this /these issues(s) be resolved to your satisfaction?

12. Please list below any persons (2) we may contact for additional information to support or clarify your complaint (witnesses):

Name: _____

Address: _____

City: _____ State: _____ Zip _____

Telephone #: _____ E-mail: _____

13. Have you filed this complaint with any other Federal, State, or Local Agency; or with any Federal or State Court?

Yes No

If yes, check all that apply:

Federal Agency

State Agency

Local Agency

Federal Court

State Court

If filed at an agency and/or court, please provide information about a contact person at the agency/court, where the complaint was filed:

Agency/Court: _____

Contact Person's Name: _____ Position: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone # _____ E-mail: _____

Signature (Complainant): _____ Date of Filing: _____