APPENDIX I
UA NTAWV TSIS TXAUS SIAB RAU KEV NTXUB NTXAUG CAIS NEEG HAUV KEV PAB CUAM LOS YOG KEV UA HAUJ LWM
SERVICE DELIVERY OR EMPLOYMENT DISCRIMINATION COMPLAINT

Yog koj xav tau kev pab ua daim ntawv no, hu rau los yog mus ntsib:

Tus Xyuas Kev Muab Vaj Huam Sib Luag (Equal Opportunity Coordinator) Frank Matel	Xov Tooj (Suab) (715) 261-1454	Xov Tooj (TDD) ( ) -
Tus Tsis Txaus Siab Lub Npe (Name of Complainant)	Xov Tooj ( ) -	

Chaw Nyob (number, txoj kev, lub zos, lub xeev, zip code)

Tsis Txaus Siab Rau Kev Ntxub Ntxaug Cais Neeg Tawm Hauv Kev Pab Cuam los yog Kev Ua Hauj Lwm (Basis for Service Delivery or Employment Discrimination Complaint:) Nyob hauv kev pab cuam, txwv tsis pub ntxub ntxaug muab ib tus twg cais tawm vim nws nyob rau cov nqe lus no: hnub nyoog, tsos nqaij daim tawv, muaj mob xiam oob qhab, keeb kwm teb chaws, kev ntseeg, ntseeg los yog koom nrog ib fab kev tswj hwm teb chaws txawv (siv rau hauv USDA-FNS cov kev pab cuam xwb), haiv neeg, poj niam/txiv neej los yog pauj txiaj ntsim rau qhov nws tau ua ntawv tsis txaus siab, los yog tau pab ib tus ua ntawv tsis txaus siab, tsis nrog pom zoo rau kev ntxub ntxaug cais neeg tawm nyob rau hauv ib qhov kev pab cuam.

Nyob hauv kev ua hauj lwm, txwv tsis pub ntxub ntxaug muab ib tus twg cais tawm vim nws nyob rau cov nqe lus no: hnub nyoog (tshaj 40), keeb kwm teb chaws los yog poj koob yawm txwv, raug ntes raug kaw, tsos nqaij daim tawv, kev ntseeg, muaj mob xiam oob qhab los yog koom nrog ib tus neeg xiam oob qhab, kuaj kom paub caj ces/noob (genetic testing), sim txog kev ncaj ncees (honesty testing), muaj txij nkawm los tsis muaj, cev xeeb tub los yog tau me nyuam, ua tub rog, poj niam/txiv neej, kev plees kev yi txawv, siv los yog tsis siv tej khoom tsis txhaum cai uas tsis yog nyob ntawm tus tswv hauj lwm thaj chaw thaum tsis yog lub sij hawm ua hauj lwm. Tsis pub zes los yog thab cov neeg ua hauj lwm hauv qhov chaw ua hauj lwm los ntawm qhov lawv yog cov uas muaj txoj cai pab tiv thaiv lawv los yog tsis pub ua phem rau leej twg kom tau pauj txiaj ntsim rau qhov nws tau ua ntawv tsis txaus siab, tau pab lwm tus ua ntawv tsis txaus siab, los yog tau tawm tsam txoj kev ntxub ntxaug cais neeg hauv qhov chaw ua hauj lwm.

Lub npe ntawm qhov chaw khiav hauj lwm thiab/los yog lwm tus neeg ua hauj lwm los yog tus tswv hauj lwm uas daim ntawv tsis txaus siab no ua foob nws.

Piav kom meej qhov uas lawv ua rau koj ntawd uas koj ntseeg tias yog nxtub ntxaug cais neeg. Muab kom tau xws li nws yog leej twg, yog dab tsi, thaum twg, nyob qhov twg, ua li cas, vim li cas, thiab yog muaj neeg ua pov thawj lub sij hawm ntawd no muab kom tau lawv lub npe, chaw nyob thiab xov tooj. Hais kom meej seb qhov teeb meem tshwm sim hnub twg. Yog qhov chaw hauv qab no tsis txaus sau koj cov lus, koj muab mus sau ntxiv rau ib daim ntawv tshiab los tau. Nyob rau qhov chaw hauv qab no, qhia seb muaj pes tsawg phab ntawv ntxiv uas muab tom ua ke nrog daim no.

Piav seb yuav kom daws qhov teeb meem li cas thiaj tau raws li koj siab nyiam (Description of the relief or satisfaction you want):

Tus Neeg Tsis Txaus Siab los yog nws Tus Sawv Cev Kos Npe	Hnub Kos Npe (mm/dd/yyyy)

APPENDIX Z *txuas ntxiv Daim Ntawv Tsis Txaus Siab rau Kev Pab Cuam los yog Kev Ua Hauj Lwm*

Cov lus hauv qab no yog cia rau qhov chaw uas koj tsis txaus siab rau ua tus teb xa rov qab rau koj.

Daim Ntawv (Form)

Hnub Txais Tau	Tus Neeg Txais Daim Ntawv Lub Npe	Nws Tuav Hauj Lwm Dab Tsi (Title)

Qhov Chaw Lub Npe (Agency)

Cov Hauj Lwm Yuav Nqes Tes Ua thiab Cov Neeg Uas Yuav Raug Nug Txog Qhov Teeb Meem (Actions and Individual(s) to be Investigated:)

Tshawb Tau Dab Tsi (Findings) (Yuav tsum ua kom tiav tsis pub dhau 30 hnub):

Cov Hauj Lwm Tau Nqes Tes Ua Lawm (Action Taken:)

Puas Tshuav Dab Tsi Yuav Ua Ntxiv? (Further Action Required?) ☐ Tshuav ☐ Tsis Tshuav

Yog Tshuav, yog dab tsi?

APPENDIX I cont'd:

YUAV UA NTAWV TSIS TXAUS SIAB RAU KEV NTXUB NTXAUG CAIS NEEG HAUV KEV UA HAUJ LWM LOS YOG KEV PAB CUAM Li CAS

HOW TO FILE AN EMPLOYMENT OR SERVICE DELIVERY DISCRIMINATION COMPLAINT

Yog koj xav tias luag ua tsis ncaj rau koj vim koj lub hnub nyoog, haiv neeg, kev ntseeg, tsos nqaij daim tawv, poj niam/txiv neej, keeb kwm teb chaws los yog poj koob yawm txwv, muaj mob xiam oob qhab los yog muaj kev koom nrog ib ib tug neeg muaj mob xiam oob qhab, raug ntes raug kaw, kev plees kev yi txawv, muaj txij nkawm los tsis muaj los yog cev xeeb tub, ntseeg los yog koom nrog ib fab kev tswj hwm teb chaws txawv, ua tub rog, siv los yog tsis siv tej khoom tsis txhaum cai uas tsis yog nyob ntawm tus tswv hauj lwm thaj chaw thaum tsis yog lub sij hawm ua hauj lwm, koj yuav ua daim ntawv tsis txaus siab tau. Yog luag tsis kam muab kev pab rau koj raws txoj cai, los yog qhov kev pab koj tau txais ntawd raug muab cais los yog muab tsis thooj li lwm tus, los yog qhov pab koj raug muab faib tsis thooj li lwm tus los sis txawv dua lwm tus li, los yog qhov kev pab cuam ntawd tsis yooj yim rau koj mus cuag tau lawv, tej zaum nws yuav yog lawv ua tsis ncaj lawm tiag.

TSEEM CEEB: Yog luag tsis kam txais koj daim ntawv thov kev pab los yog luag hais rau koj tias koj tsis muaj feem tau txais ib qhov kev pab twg, TIAM SIS koj xav tias koj yeej muaj feem tau txais, nug qhov chaw ua hauj lwm muab kev pab ntawd kom lawv muab daim ntawv qhia txog qhov chaw ua hauj lwm txoj kev pab daws teeb meem tsis txaus siab los yog lub Xeev txoj kev pab taug kev ncaj ncees seb yuav ua li cas. Koj txoj cai thov kom rov qab muab qhov luag tau txiav txim ntawd los sib hais dua los yog thov kom Xeev tsa ib lub rooj taug kev ncaj ncees no nws tsis tas yuav tsum yog tsis txaus siab vim muaj kev ntxub ntxaug cais neeg tsis kam pab xwb.

Qhov ua ntaub ntawv tsis txaus siab los ntawm kev ntxub ntxaug cais neeg no, koj yuav ua xa mus rau koj tus tswv hauj lwm los yog qhov chaw muab kev pab cuam, los yog ua xa mus rau tsoom fwv xeev los yog tsoom fwv teb chaws qhov chaw ua hauj lwm muab kev pab. Tab sis, cov ntaub ntawv ua tsis txaus siab vim hnub nyoog raws li United States Department of Agriculture, Food and Nutrition Services (USDA-FNS) cov kev pab cuam txoj cai ntawd, yuav muab xa mus rau FNS Regional OCR tsis pub dhau 5 hnub tom qab tau txais daim ntawv tsis txaus siab. FNS Regional OCR yuav muab koj daim ntawv tsis txaus siab xa mus rau Federal Medication and Conciliation Services (FMCS) tsis pub dhau 10 hnub suav txij hnub luag tau txais koj daim ntawv. Yuav tsis pub ib tus twg tso hem thawj los yog thab zes koj vim koj tau ua ntawv tsis txaus siab. Yuav tsis pub ib tus twg tso hem thawj los yog thab zes koj cov neeg ua pov thawj vim lawv tau hais raws li lawv pom, hnov thiab ntsib los mus.

Cov ntawv tsis txaus siab yuav tsum ua tsis pub dhau 180 hnub suav txij hnub koj ntseeg tias muaj qhov teeb meem ntxub ntxaug cais neeg los mus. Tab txawm li no los, koj yuav tau ua kom sai li sai tau tom qab qhov teeb meem tshwm sim. YOG koj xub ua ntawv tsis txaus siab mus sib hais rau ntawm koj tus tswv hauj lwm los yog qhov chaw muab kev pab es koj ho tsis txaus siab raws li qhov luag tau txiav txim ntawd, koj tseem muaj cai ua ntawv tsis txaus siab ntxiv mus rau theem siab hauv xeev los yog tsoom fwv teb chaws thiab, tsuav yog koj ua raws lub sij hawm tsis pub dhau xwb. Yog koj yeej npaj yuav ua ntawv tsis txaus siab mus rau theem siab hauv xeev los yog tsoom fwv teb chaws no ces koj tsis tas tos kom tau lus teb los ntawm qhov koj xub ua mus rau koj tus tswv hauj lwm los yog qhov chaw muab kev pab tso.

Yog koj yuav ua daim ntawv tsis txaus siab mus rau koj tus tswv hauj lwm los yog qhov chaw muab kev pab, koj yuav tau thov kom lawv muab ib daim qauv rau koj. Hu rau los yog mus ntsib tus Xyuas Txog Kev Muab Vaj Huam Sib Luag (Equal Opportunity Coordinator) ntawm ( ) - lossis TDD ( ) - . Tom qab muab daim qauv los yog daim form ua tiav lawm, rov qab muab xa mus rau tus Xyuas Txog Kev Muab Vaj Huam Sib Luag. Nws tus xov tooj yuav tsum muaj nyob rau ntawm daim form no.

Yog koj xav ua daim ntawv tsis txaus siab mus rau theem siab hauv xeev los yog tsoom fwv teb chaws, koj yuav tau xa ncaj nraim mus rau tsoom fwv xeev los yog tsoom fwv teb chaws qhov chaw ua hauj lwm uas tau muab teev rau nplooj ntawv phab tom qab no. Nrog rau tsab ntawv tsis txaus siab no koj yuav tau sau ib daim hais qhia rau lawv tias koj tsis txaus siab rau ib qhov chaw ua hauj lwm muab kev pab los yog ib tus tswv hauj lwm uas tau nyiaj ntawm lawv los khiav hauj lwm pab sawv daws. Cov neeg khiav hauj lwm hauv xeev los yog tsoom fwv teb chaws yuav ua ntawv tuaj qhia rau koj paub tsis pub dhau 90 hnub seb qhov teeb meem muab daws li cas lawm.

APPENDIX I cont'd: Ua ntawv tsis txaus siab txog cov kev pab cuam no xa mus rau cov chaw khiav hauj lwm hauv xeev teev hauv qab no.

KEV PAB CUAM (PROGRAM)	TSOOM FWV XEEV COV CHAW KHIAV HAUJ LWM (STATE AGENCY)
Wisconsin Works (W-2), (W-2) Transitions, Temporary Assistance to Needy Families (TANF), Brighter Futures Initiative, Child Support, Early Care and Education, Head Start, Child Care and Day Care Certification Programs, Child Welfare, Milwaukee Child Welfare and Integration Programs, Emergency Assistance, Families and Economic Security, Community Service Jobs, Job Access Loans, Adoption and Foster Care Programs, Safety and Permanence Programs (Out-of-Home Care, Safety and Well Being, Program Integrity), Child Placement Services, Child Abuse and Neglect, Protective Services, Kinship Care, Domestic Abuse/Domestic Violence Programs, and other programs administered by the Wisconsin Department of Children and Families. Refugee and Immigrant Services (Social Services, Older Refugee, Family Strengthening, Health Services, Preventative Health Services, Mental Health, Refugee Cash and Medical Assistance),	**Wisconsin Department of Children and Families** 201 E. Washington Ave, Second Floor P.O. Box 8916 Madison, WI 53708-8916 Voice: (608) 266-5335 TTY: 1-800-864-4585
Medical Assistance Services, Medicaid, BadgerCare Plus, FoodShare (formerly Food Stamps Program in Wisconsin), TEFAP, SeniorCare, Community Aid, Long Term Care, Mental Health and Substance Abuse, Services to the Deaf and Hard of Hearing, Blind and Visually Impaired and Persons with Disabilities, Family Care, Public Health Services, Community Health Center Programs, WIC (Women, Infants and Children), and other programs administered by the Wisconsin Department of Health Services.	**Wisconsin Department of Health Services** Office of Civil Rights Compliance 1 W. Wilson, Room 561 P.O. Box 7850 Madison, WI 53707 Voice: (608) 266-9372 TTY: 1-888-701-1251
Wisconsin Workforce Investment Act, thiab lwm cov kev pab cuam uas yog Wisconsin Department of Workforce Development ua tus saib xyuas.	**Wisconsin Department of Workforce Development** ATTN: Equal Opportunity Officer 201 E. Washington Ave, Room G100 P.O. Box 7972 Madison, WI 53707-7972 Voice: (608) 266-6889 TDD: 866-275-1165
Unsubsidized and Trial Jobs Complaints. Tsis txaus siab rau cov chaw khiav hauj lwm uas tau nyiaj los ntawm DCF, DHS los yog DWD (Any employment condition as an employee of DCF, DHS and or DWD funded entities and their subcontractors.)	Equal Rights Office P.O. Box 8928 Madison, WI 53708 Telephone: (608) 266-6860 TDD-Hearing Impaired: (608) 264-8752 Equal Rights Office 819 North Sixth Street, Room 255 Milwaukee, WI 53203 Telephone: (414) 227-4384 TDD: (414) 227-4081 U.S. Equal Employment Opportunity Commission 310 W. Wisconsin Ave., Suite 800 Milwaukee, WI 53203 Telephone: 414-297-1111, TDD: 414-297-1115 The Office of Federal Contract Compliance U.S. Department of Labor 230 South Dearborn Street Chicago, IL 60603 Telephone: 312-353-2158, TDD: 312-353-2158

APPENDIX 1 cont'd: Koj tseem muaj cai ua ntawv tsis txaus siab xa mu rau ib qhov chaw khiav hauj lwm ntawm tsoom fwv teb chaws teev nram qab no thiab.

KEV PAB CUAM (PROGRAM)	TSOOM FWV TEB CHAWS COV CHAW KHIAV HAUJ LWM (FEDERAL AGENCY)
Ua ntawv tsis txaus siab tsis hais qhov kev pab cuam twg uas tau teev los saum toj no uas yog Wisconsin Department of Health Services ua tus saib xyuas.	HHS, Director, Office for Civil Rights Room 506-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 (202)-619-0403 (Voice) (202)-619-3257 (TTY) U.S. Dept. of Health and Human Services Office for Civil Rights Region V, 233 N. Michigan Ave. Chicago, IL 60601 Telephone: 312-886-2359, TDD: 315-353-5693
Ua ntawv tsis txaus siab tsis hais qhov kev pab cuam twg (Formal Discrimination Complaint about any program.)	U.S. Dept of Justice Civil Rights Division 10th and Pennsylvania Ave., NW Washington, D.C. 20530 Telephone: 202-514-0301, TDD: 800-800-3302
Ua ntawv tsis txaus siab txog qhov kev pab cuam Supplemental Nutrition Assistance Program (SNAP) (thaum ub hu ua Food Stamp Program nyob rau theem siab ntawm Tsoom Fwv teb chaws) FoodShare (thaum ub hu ua Food Stamps in Wisconsin), WIC, TEFAP thiab qhov kev pab cuam Food Stamp Employment and Training (FSET) Program.	USDA Director, Office of Civil Rights 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 (800)-795-3272 (Voice) (202)-720-6382 (TTY) Food and Consumer Services Civil Rights Program U.S. Department of Agriculture 77 Jackson Boulevard, 20th Floor Chicago, IL 60604 (312)-353-1457(Voice)