

Louisiana Department of Children and Family Services CIVIL RIGHTS COMPLAINT FORM

In accordance with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, as amended, no person shall on the ground of age, sex, religion, race, color, national origin, political belief or disability be excluded from participation in; be denied the benefits of or be subjected to discrimination or rude/hostile treatment under any program or activity conducted by the Louisiana Department of Children and Family Services either directly or indirectly or through contractual or other arrangements. Any person who believes that he/she has been subjected to illegal discrimination may file a written complaint.

1.	Complainant's Name				
	Address				
	Phone				
2.	List below the organization, office, or individual accused of illegal discriminatory practices, the address or location of the organization office or individual, and the program involved such as SNAP, FITAP, Foster Care, etc.				
	Name				
	Location				
	Program				
3.	Date(s) of Alleged Incident (Complaints must be filed within 180 days of the alleged incident.)				
4.	SNAP Basis of Complaint (check all that apply)	☐ Race	☐ Color	☐ National Origin	☐ Age
		☐ Sex	☐ Disability	☐ Religion	☐ Political Beliefs
5.	Other Programs Basis of Complaint (check all that apply)	☐ Race	☐ Color	☐ National Origin	☐ Age
		☐ Sex	☐ Disability	☐ Religion	☐ Political Beliefs
		☐ Gender Identity	☐ Sexual Orientation		
6.	Nature of Complaint (Describe fully. Attach additional pages if necessary)				

7.	Witness(es) to Incident	
	Name	
	Address	
	Phone	
	Name	
	Address	
	Phone	
8.	Complaint Processing (Submit this completed form to DCFS or the appropriate federal agency.)	
	LA Department of Children and Family Services Bureau of General Counsel Civil Rights Section P.O. Box 1887 Baton Rouge, LA 70821 (225) 342-0309 DCFS.BureauofCivilRights@LA.Gov AND/OR	
	SNAP Program	To file a complaint of discrimination, write United States Department of Agriculture Director, Office of Adjudication 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410 800-795-3272 (voice) (202)-720-6382 (TTY) "USDA is an equal opportunity provider and employer"
	Other Programs, such as FITAP, Child Care, Foster Care, etc.	US Department of Health & Human Services, Director Office for Civil Rights 1301 Young Street – Suite 1169 Dallas, Texas 75202 (214) 767-4056 (voice) (214) 767-8940 (TDD) "DHHS is an equal opportunity provider and employer"
Signature		
Date		

"LA DCFS is an equal opportunity provider and employer."