

YOUR RIGHTS

- ◆ You may not be treated differently because of your **RACE, COLOR, NATIONAL ORIGIN, DISABILITY, AGE or SEX (GENDER)**
- ◆ You have the right to receive information in a language that you understand at no cost to you.
- ◆ If you have a disability and need program information in an alternate format, you have the right to receive it at no cost to you.

If you feel you have been treated differently by this agency because of your race, color, national origin, disability, political affiliation, religion, citizenship, age or sex you may file a complaint with:

Courtney Messer, HR Director
(Name and Title of Civil Rights Coordinator)
Couleecap, Inc.
(Agency)

Address: 201 Melby St., Westby, WI 54667

Telephone Number: 608-424-8745 , **TTY Number:**

Fax: 608-634-3134, **Email:** shelly.teadt@couleecap.org

You can file a complaint in person or by mail, fax or email. If you need help filing a complaint Courtney Messer (Name and Title of Civil Rights Coordinator) is available to help you.

If you are dissatisfied with the local agency's resolution, the offices below have been designated to receive discrimination complaints at the state and federal levels.

<p>Civil Rights Officer WI Department of Children and Families Division of Management Services P.O. Box 8916 Madison, WI 53708-8916 (608) 422-6889 (Voice) Wisconsin Relay Service (WRS) - 711</p>	<p>Office for Civil Rights U.S. Department of Health and Human Services Region V 105 W. Adams St., 16th Floor Chicago, IL 60606 (312) 886-2359 (Voice) (305) 353-5693 (TDD)</p>
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Your complaint must include the time, date, place and circumstances of the alleged discrimination. There are time limits for filing a discrimination complaint that may differ with each program.

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call the Civil Rights Unit at 608-422-6889. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.