



Title VI Compliance Statement

Community Action Partnership of Central Illinois hereby gives public notice that it is its policy to assure full compliance to Title VI of the Civil Rights Act of 1964, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the basis of [protected class](#), be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which Community Action Partnership of Central Illinois receives federal financial assistance.

Any person who believes that he or she has been discriminated against should immediately contact CAPCIL's Human Resources Director by calling (217) 732-2159 Ext. 262, emailing mryan@capcil.org, writing to/visiting 1800 5th Street, Lincoln, IL 62656.

NON-DISCRIMINATION COMPLAINT PROCESS

Any recipient who believes that he or she, individually or as a member of a group, has been discriminated against on the basis of [protected class](#) regarding participation in or receipt of CAPCIL services may file a [CAPCIL Title VI Complaint Form](#) with the Human Resources Director, CAPCIL, 1800 5th Street, Lincoln, IL.

All complaints must be filed on a Complaint Form within 300 calendar days of the alleged act of discrimination. Information such as time of day, names, and job titles of all CAPCIL employees involved should be provided, if available, to assist in the investigation of the complaint.



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Complaint process:

Acceptance or rejection of a complaint: Upon receipt, the Human Resources Director will review the complaint and determine whether it will be accepted for further investigation or rejected. In order for a complaint to be accepted, it must be filed with (received by) CAPCIL's Human Resources Director within 300 calendar days of the alleged act of discrimination, must allege discrimination on the basis of [protected class](#), and must involve a service provided by CAPCIL, either directly or through a subcontractor. The Human Resources Director will provide a written acknowledgment to the complainant that the complaint has been received and whether it has been accepted or rejected in accordance with the above.

Investigation of a complaint: The Human Resources Director shall investigate accepted complaints and prepare a written report within 90 calendar days of the acceptance of the complaint, to include a description of the alleged act of discrimination, identification of persons interviewed, findings, and recommendations. The Executive Director, and where appropriate, CAPCIL's legal counsel, shall review the report and determine whether or not CAPCIL has complied with Title VI requirements, and if not, what remedial action will be taken.

Dismissal of a complaint: A complaint may be dismissed without further action if the complainant requests in writing that the complaint be withdrawn, if the complainant fails to respond to repeated requests for additional information needed to process and investigate the complaint, or if the complainant cannot be located after reasonable attempts to do so.

Additional action: A signed and dated [Complaint Form](#) may also be filed with the Illinois Department of Human Rights, Springfield Office, 535 W. Jefferson Street, Intake Unit, Springfield, IL 62702, in addition to filing a complaint with CAPCIL, instead of filing a complaint with CAPCIL, or to appeal the resolution of a complaint provided by CAPCIL. IDHR may investigate complaints alleging intentional discrimination or disparate impact discrimination, whereby a policy or practice disproportionately excludes or adversely affects minority beneficiaries or other protected individuals without substantial legitimate justification. IDHR can be reached by calling (217) 785-5100 or faxing (217) 785-5106.

Individuals wishing to obtain additional information about CAPCIL relative to Title VI should contact CAPCIL's Human Resources Director by calling (217) 732-2159 Ext. 262, e-mailing mryan@capcil.org, or writing to/visiting 1800 5th Street, Lincoln, IL 62656.