

## BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 10.5	SUBJECT:  CIVIL RIGHTS PLAN
OAC: 5101:9-2-01	EFFECTIVE DATE : 4/22/03
	REVISION DATE: 7/26/05
	REVIEW DATE: 7/26/05, 10/24/06, 2/08

**PURPOSE:**

To ensure compliance with non-discriminatory provisions of Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975, Title IX of the Education Act of 1972; the Americans with Disabilities Act of 1990; the Multiethnic Placement Act, as amended by Section 1808 of the Small Business Jobs Protection Act of 1996.

**POLICY:**

1. All programs, services and benefits administered, supervised, authorized and/or participated in by Butler County Children Services, and contracted providers shall be operated in accordance with the nondiscriminatory provisions of Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975, Title IX of the Education Act of 1972; the Americans with Disabilities Act of 1990; the Multiethnic Placement Act, as amended by Section 1808 of the Small Business Jobs Protection Act of 1996.
  
2. No person or persons shall on the basis of race, color, national origin, disability, age, gender or religion be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or service provided by or authorized by Butler County Children Services. Persons who are receiving benefits/services

under the Workforce Investment Act of 1998 may not be unlawfully discriminated against on the basis of their political affiliation or belief; status as a WIA participant or citizenship (for lawfully admitted immigrants, authorized to work in the United States.)

3. The Executive Director of Butler County Children Services shall implement the Civil Rights Plan through the following methods:
  - A. The Executive Director shall appoint a Civil Rights Coordinator for the Agency.
  - B. The Civil Rights Coordinator shall be responsible for receiving and if necessary assisting with the writing of discrimination complaints which are filed by citizens receiving services provided by or authorized by Butler County Children Services.
  - C. The Civil Rights Coordinator shall keep an adequate supply of copies of the ODJFS Discrimination Complaint Form so that the form is available to citizens when needed.
  - D. Completed Complaint forms received by the Civil Rights Coordinator shall be mailed to the Ohio Department of Job and Family Services Bureau of Civil Rights 145 S. Front Street 1<sup>st</sup> Floor Columbus, Ohio 43215 within three business days of receipt of the completed Complaint Form.
  - E. The Civil Rights Coordinator is responsible for creating a file on each discrimination complaint form, which shall include a copy of the Complaint Form and copies of all correspondence received from the complainant or the ODJFS with regard to the Complaint Form.
  - F. The Civil Rights Coordinator shall note in the file a summary of all oral communication either in person or by telephone with any parties regarding a filed Complaint Form.
  - G. Before releasing any records or corresponding with the ODJFS regarding the Discrimination Complaint form and the subsequent investigation, the Civil Rights Coordinator shall consult with the Executive Director.
  - H. The Civil Rights Coordinator will ensure that the agency shall cooperate fully with the ODJFS investigation of the Complaint.
  - I. The Civil Rights Coordinator shall monitor that a supply of ODJFS

brochures /pamphlets regarding equal opportunity in Job and Family Service Programs are available in the agency front lobby. The Civil Rights Coordinator shall monitor that a poster is in the front lobby detailing the ODJFS Discrimination Complaint Procedure.

4. The Executive Director shall monitor that the Civil Rights Coordinator complies with the following Complaint Policy and Procedure:
  - A. Any person who believes that he/she or any specific class of persons, has been subjected to unlawful discrimination on the basis of race, color, national origin, disability, age, gender or religion by the agency may file a written complaint with the ODJFS Bureau of Civil Rights outlining the alleged discriminatory act. Complaints must be filed within 180 days of the date the alleged discriminatory act or treatment occurred. The Civil Rights Coordinator shall provide the form to anyone requesting the ODJFS Discrimination Complaint Form.
  - B. The Civil Rights Coordinator shall assist the complainant as necessary to fill out the form. When completed, the Complaint is to be date stamped and a copy provided to the complainant. If delivered to the agency by mail the agency shall date stamp such and return a copy in the mail to the complainant.
  - C. Complaints must be mailed to the ODJFS Bureau of Civil rights within three business days of the date of receipt by the agency. The ODJFS may be notified by fax in addition to mail. The ODJFS guidelines call for a final report to be completed within 120 days. Any party who indicates to the agency that they are dissatisfied with the ODJFS Bureau of Civil Rights final report shall be informed of their right to file a complaint with the United States Department of Health and Human Services, Office for Civil Rights, Region V, 233 N. Michigan Avenue, Suite 240, Chicago, Illinois 60601.
5. The Executive Director shall ensure that clerical, casework, and administrative staff are trained on the procedure for the filing of a Complaint of Discrimination. The Executive Director shall support all diversity training as it is BCCS's belief diversity training helps educate staff on the delivery of services in a non discriminatory manner.
6. Any person who has filed a complaint, and is dissatisfied with Bureau of Civil Rights final report will be advised of the right to file a complaint with the U.S. Department of Health and Human Services.

NO PERSON WHO HAS FILED A COMPLAINT, TESTIFIED, ASSISTED OR PARTICIPATED IN ANY MANNER IN AN INVESTIGATION OF A COMPLAINT SHALL BE INTIMIDATED, THREATENED, COERCED OR RETALIATED AGAINST.

A civil rights complaint may be initially filed by contacting any of the following offices, individuals:

1. The Butler County Children Services Civil Rights Coordinator at 300 N. Fair Ave. Hamilton, OH 45011 (513)887-4055 1-800-325-2685 toll free
2. The Ohio Department of Job and Family Services Bureau of Civil Rights, 134 South Front Street, 1<sup>st</sup> floor, Columbus, Ohio 43215 (614)644-2703 or 1-866-227-6353 toll free
3. United States Department of Health and Human Services, Office for Civil Rights, Region V, 233 N. Michigan Avenue, Suite 240, Chicago, Illinois 60601



Approval Date:

Michael A. Fox, Executive Director