

South Carolina Department of Social Services

CIVIL RIGHTS DISCRIMINATION COMPLAINT FORM

To file a complaint, complete this form and send it to Office of Civil Rights, South Carolina Department of Social Services, P.O. Box 1520, Columbia, SC 29202-9988 or fax it to 803-898-7269. If you need help filling out this form, you may call the DSS Office of Civil Rights at 1-800-311-7220 or in the Columbia area call 803-898-8080. For TTY: 1-800-311-7219. You are not required to use this form for making your complaint. SNAP complaints may be made verbally.

Information So We Can Contact You:

Your Name: _____ Telephone: _____

Address: _____

City: _____ State: _____ County: _____ Zip Code: _____

Who do you think discriminated against you?

Name: _____ Job: _____

Address Where Person Works: _____

City: _____ County: _____ State: _____ Zip Code: _____

What happened?

What happened? (Cont'd)

You Believe You Were Discriminated Against Because of Your:

Race Color National Origin Disability Sex Age Religion Political Beliefs

What date did this happen? _____

Your Signature: _____ Date: _____

This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion or political beliefs.

The U.S. Department of Agriculture also prohibits discrimination based on race, color, national origin, sex, religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027), found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at: http://www.fns.usda.gov/snap/contact_info/hotlines.htm.

To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (800) 537-7697 (TTY).

This institution is an equal opportunity provider.

You may also file a complaint of discrimination by contacting DSS. Write DSS Office of Civil Rights, P.O. Box 1520, Columbia, SC 29202-1520; or call (800) 311-7220 or (803) 898-8080 or TTY: (800) 311-7219.