

Title VI of the 1964 Civil Rights Act

Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4) is the federal law that protects persons from discrimination because of their race, color or national origin in programs that receive federal financial assistance and are inclusive of the distribution of funds and/or services that the programs provide.

It is the policy of The Arc of Northern Virginia to ensure that no person shall, on the ground of **race, color, national origin, sex, age or disability** be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Rehabilitation Act of 1973, and all other related nondiscrimination laws and requirements.

The following steps should be taken to file a Title VI complaint:

- It must be written and include your name, address and telephone number. Your complaint must be signed and filed within 180 calendar days of the alleged discriminatory act. If you are filing on behalf of another person, include your name, address, telephone number and your relation to that person (for example: friend, attorney, parent, etc.).
- The complaint must include the name and address of the agency, institution or department you believe discriminated against you.
- The complaint must include how, why and when you believe you were discriminated against. As much background information as possible should be included about the alleged acts of discrimination. Include names of individuals who you allege discriminated against you, if you know them, as well as any other relevant information.
- The complaint must include the names of any persons, if known, that the investigating agency could contact for additional information to support or clarify your allegations.

Upon receipt of the Title VI complaint, the Title VI staff will determine its jurisdiction, acceptability and need for additional information, as well as investigate the merit of the complaint.

If the investigation indicates that a violation did not occur, the department will notify the parties of the final decision in writing. If the complainant is not satisfied with the results of the investigation of the alleged discrimination and practices, the complainant will be advised of the right to appeal to an appropriate federal agency.

The organization's Title VI Coordinator provides general information, training and monitoring of the department's compliance regarding Title VI.

For more information, please contact Title VI Coordinator

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