

# 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:**

Jay Ratchman  
(Name and Title of Civil Rights Coordinator)  
City of Appleton  
(Agency)

**Address:** 100 North Appleton Street, Appleton, WI 54911

**Telephone Number:** 920-832-6458 , **TTY Number:**

**Fax:** 920-832-5845, **Email:** [jay.ratchman@appleton.org](mailto:jay.ratchman@appleton.org)

**You can file a complaint in person or by mail, fax or email. If you need help filing a complaint Jay Ratchman, HR Director (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><b>Civil Rights Officer</b> 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><b>Office for Civil Rights</b> U.S. Department of Health and Human Services Region V 105 W. Adams St., 16<sup>th</sup> 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.