

EQUAL OPPORTUNITY POLICY
Traverse County Social Services Department

No otherwise qualified applicant for services or client shall be excluded from participation, be denied benefit or otherwise be subjected to discrimination in any manner on the basis of race, color, national origin, sex, religion, age or physical, mental, or motional disability. This policy covers eligibility for and access to service delivery and treatment in all of our health and human services programs and activities.

If you believe you have been discriminated against, you may file a complaint with the Department of Human Services. Call or write to: ATTN: Civil Rights Coordinator, Office for Equal Opportunity, Affirmative Action and Civil Rights, Department of Human Services, 444 Lafayette Road, St. Paul, MN 55155-3812. Telephone: (651) 296-0420 or TYY: (651) 296-8758.

Adopted by Board action February 21, 1995

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**CIVIL RIGHTS COMPLAINT RESOLUTION PROCEDURE:**  
**Traverse County Social Services Department**

If you believe you have been discriminated against because of your race, color, natural origin, sex, religion, age or physical, mental, or emotional disability, while applying for or receiving human services, you may file a complaint. We encourage you to attempt to resolve the issue informally with the staff involved and their supervisor. However, you have the right to file a complaint whenever you feel there is just cause. All complaints will be referred for resolution to the Minnesota Department of Human Services.

Your complaint will be forwarded to the State Department of Human Services, Office of Equal Opportunity, Affirmative Action and Civil Rights, 444 Lafayette Road, St. Paul, MN 55155-3812. Telephone number: (651) 296-0420. Our local agency will forward your complaint to them for you or you may send it yourself. The County agency agrees to abide by the State's policies, procedures, and

decisions in these matters.

*A variety of social services are available to residents of Traverse County. Services are provided directly by Community Social Services staff or they are purchased. The availability of services are based on assessed need and funding available. For some services, you may be required to pay a fee based on your income.*

**YOU HAVE THE  
RIGHT TO APPLY  
FOR SERVICES**

Please check at the desk for a list of services