ATTACHMENT 5

KEV QHIA UA DAIM NTAWV FOOB HAUJLWM LOSSIS TAU TXAIS KEV PAB TSIS NCAJNCEES

How To File An Employment Or Service Delivery Discrimination Complaint

Yog koj xav hais tias luag ua tsis ncajncees rau koj lawm vim koj lub noobnyoog, yog lwm yam neeg txawv (race), dabqhuas txawv (religion), nqaijtawv txawv (color), yog pojniam/txivneej (sex), yog neeg txawv tebchaws (national origin), lossis pojyawm txwvtxoob yog neeg txawv tebchaws (ancestry), yog neeg xiam oo khab lossis muaj feemcuam nrog ib tug neeg xiam oo khab, raug txhom lossis muaj plaubntug, kev dajdeev txawv (sexual orientation), muaj/tsis muaj pojniam/txiv (marital status) lossis cev xeebtub, ntseeg lossis koom nrog ib phav kasmuas twg (political belief or affiliation), yog neeg ua tubrog, txwv tsis pub siv tej khoom uas tso cai tau nyob rau ntawm qhov chaw ua haujlwm lossis tej chaw thov kev pab lub sijhawm ua haujlwm, koj muaj cai sau ntawv foob. Yog koj tsis tau txais kev pab raws kev raws cai lawm tiag, lossis koj kev pab raug muab faib tsis thooj li lwm tus lossis txawv dua li lwm tus, lossis tej kev pab tsis yoojyim rau koj mus thov, tejzaum yog koj raug pab tsis ncajncees lawm tiag.

TSEEMCEEB: Yog luag tsis kam txais koj daim ntawv thov kev pab lossis luag hais rau koj tias koj tsis muaj feem tau txais ib yam kev pab twg TIAMSIS koj ho xav hais tias koj yeej muaj feem tau txais xwb, nug qhov chaw ua haujlwm ntawd kom lawv muab daim ntawv qhia txog kev thov nrog luag sib hais cai seb yuav ua li cas lossis thov kom tseemfwv xeev nrog xyuas tej ntaub ntawv (State administrative hearing review). Koj txoj cai thov kom luag muab koj tej ntaub ntawv rov ntsuamxyuas dua lossis nrog luag sib hais cai tsis muaj feemcuam dab tsi nrog kev ua ntawv foob txog kev ua tsis ncajncees.

Koj yuav ua ntaub ntawv foob xa mus rau koj qhov chaw ua haujlwm lossis qhov chaw thov kev pab txog kev uas tsis ncajncees, lossis koj ua ntawv foob txog kev ua tsis ncajncees xa mus rau tseemfwv xeev lossis tseemfwv qib siab los yeej tau(state or federal agency). Tibneeg tsis muaj cai yuav hem lossis tawmtsam koj txog qhov koj sau ntawv foob no. Tibneeg tsis muaj cai yuav hem lossis tawmtsam koj cov neeg povthawj vim lawv txaus siab ua povthawj rau tej yam uas koj pom, hnov, lossis raug los lawm.

Txhua yam ntaub ntawv foob (formal complaints) yuav tsum ua tsis pub dhau 180 hnub tomqab qhov teebmeem uas koj xav hais tias koj raug pab tsis ncajncees lawm. Tab txawm li ntawd los, koj yuav tau ua cov ntaub ntawv foob sai li sai tau tomqab qhov teebmeem tshwsmsim. Yog koj ua ntaub ntawvv foob (informal complaint), es koj ho tsis txaus siab rau qhov uas lawv txiavtxim rau koj, koj tseem muaj cai ua ntaub ntawv foob (formal complaint) ntxiv tsuav yog koj ua rau lub sijhawm tsis tau tag caijnyoog xwb. Yog koj yuav ua ntaub ntawv foob (formal complaint), tsis txhob tos kom txog thaum twb dhau caijnyoog lawm lossis tau txais daim ntawv teb koj daim ntawv foob (informal complaint) lawm tso.

Yog koj yuav ua daim ntawv foob txog kev ua tsis ncajncees (informal discrimination complaint) los ntawm qhov chaw thov kev pab lossis koj qhov chaw ua haujlwm, koj hu rau tus neeg ua haujlwm Equal Opportunity Coordinator ntawm (___) ___-____ lossis TDD (___) ___-____ kom nws xa daim ntawv (form) tuaj rau koj. Muab daim ntawv foob uas koj twb ua tiav lawm xa rov qab rau tus neeg ua haujlwm Equal Opportunity Coordinator. Nws tus xovtooj nyob rau ntawm daim ntawv (form).

Yog koj xav ua ntawv foob txog kev ua tsis ncajncees (formal discrimination complaint), koj muab daim ntawv foob uas twb ua tiav lawm xa ncajnraim mus rau tseemfwv xeev lossis tseemfwv qibsiab qhov chaw ua haujlwm (state or federal agency) nyob rau nplooj ntawv tom qab no. Nrog rau tsab ntawv sau hais tias koj ua ntawv foob (formal complaint) xa mus rau lawv qhov chaw ua haujlwm uas yog qhov muab nyiajtxiag tuaj pab pejxeem. Cov neeg ua haujlwm nyob rau hauv xeev lossis tseemfwv qibsiab (state or federal agency) mam ua ntawv tuaj qhia koj thajtsam li 90 hnub tomqab.

Ua ntawv foob txog kev ua tsis ncajncees (Formal Discrimination complaints) hais txog tej kev pab xa mus rau cov chaw ua haujlwm hauv qab no.

KEV PAB	CHAW UA HAUJLWM
Wisconsin Works (W-2), Nyiaj yug menyuam (Child Support), Emergency Assistance, Nyiaj muasnoj thiab Nyiaj muasnoj haujlwm (Food Stamp Employment) thiab Kawm haujlwm (Training), Kawm ntawv (Learnfare), Zov menyuam, Ua haujlwm rau hauv nruab zejzog (Community Service Jobs), (W-2) transitions, Nyiaj txais ua haujlwm (Job Access Loans), Ntawv khomob (Medical Assistance Eligibility), Kev pab rau cov neeg thojnam tawgrog (Refugee Services.)	Wisconsin Dept. of Workforce Development Division of Workforce Solutions ATTN: Equal Opportunity Officer P.O. Box 7935 Madison, WI 53707-7935 V/TDD: 608-266-6889
Ua ntawv foob txog kev tsis tau txais kev pab thiab kev mus sim ua haujlwm (Unsubsidized and Trial Jobs Complaints.)	Equal Rights Office 201 E Washington Ave, Room 407 P.O. Box 8928 Madison, WI 53708 Telephone: 608-266-6860 TDD-Hearing Impaired: 608-264-8752 Equal Rights Office 819 North Sixth Street, Room 255 Milwaukee, WI 53203 Telephone: 414-227-4384 TDD-Hearing Impaired: 414-227-4081
Cov chaw khomob rau Medical Assistance Service thiab lwm qhov chaw ua haujlwm DHFS programs.	Wisconsin Dept. of Health and Family Services Division of Management and Technology Office of Civil Rights Compliance 1 W. Wilson, Room 561 PO Box 7850 Madison, WI 53707 Voice 608-266-9372 TTY: 1-888-701-1251
Koj tseem muaj cai ua ntawv foob (formal complaint) xa mus rau tseemfwv qibsiab (federal agency) thiab.	
Ua ntawv foob txog kev ua tsis ncajncees (Formal Discrimination Complaint) txog tej yam kev pab xws li hais los saumtoj no, tsis xam nyiaj muasnoj (except food stamps.)	HHS, Director, Office for Civil Rights Room 506-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 (202)-619-0403 (Voice) (202)-619-3257 (TTY) U.S. Dept. of Health and Human Services Office for Civil Rights Region V, 233 N. Michigan Ave. Chicago, IL 60601 Telephone: 312-886-2359, TDD: 315-353-5693
Ua ntawv foob txog tej kev pab tsis ncajncees (Formal Discrimination Complaint) tsis hais yam twg.	U.S. Dept. of Justice Civil Rights Division 10th and Pennsylvania Ave. NW Washington, DC 20530 Telephone: 202-514-0301 or TDD: 800-800-3302

Ua ntawv foob txog kev ua tsis ncajncees (Formal Discrimination complaint) txog nyiaj muasnoj FoodShare uas yav tas los hua ua Food Stamps, WIC, TEFAP, thiab FoodShare Kev Kawm Ua Hauj Lwm (Employment and Training FoodShare Program)	USDA Director, Office of Civil Rights 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 (800)-795-3272 (Voice) (202)-720-6382 (TTY) Food and Consumer Services Civil Rights Program U.S. Department of Agriculture 77 Jackson Boulevard, 20th Floor Chicago, IL 60604 (312)-353-1457(Voice) U.S. Equal Employment Opportunity Commission 310 W. Wisconsin Ave., Suite 800 Milwaukee, WI 53203 Telephone: 414-297-1111, TDD: 414-297-1115 The Office of Federal Contract Compliance U.S. Department of Labor 230 South Dearborn Street Chicago, IL 60603 Telephone: 312-353-2158, TDD: 312-353-2158

DAIM NTAWV FOOB TXOG KEV TSIS TAU TXAIS KEV PAB LOSSIS HAUJLWM NCAJNCEES

DISCRIMINATION COMPLAINT

Yog koj xav tau kev pab ua daim ntawv no hu rau:

Tus neeg ua haujlwm Equal Opportunity Coordinator	Xovtooj (Hais lus) ( ) -	Xovtooj (TDD) ( ) -

Tus Neeg Ua Ntawv Foob Npe	Nabnpawb Xovtooj ( ) -
Chawnyob (nabnpawb, kev, nroog, xeev, zip code)	

Qee Yam Kev Ua Tsis Ncajncees Rau Kev Pab thiab Haujlwm (yog xws li: noobnyoog, yog lwm hom neeg txawv (race), dabqhuas txawv (religion), nqaijtawv txawv (color), yog pojniam/txivneej (sex), yog neeg txawv tebchaws (national origin), lossis pojyawm txwvtxoob yog neeg txawv tebchaws (ancestry), yog neeg xiam oo khab lossis muaj feemcuam nrog ib tug neeg xiam oo khab, raug txhom lossis muaj plaubntug, kev dajdeev txawv (sexual orientation), muaj/tsis muaj pojniam/txiv (marital status) lossis cev xeebtub, ntseeg lossis koom nrog ib phav kasmuas twg (political belief or affiliation), yog neeg ua tubrog, txwv tsis pub siv tej khoom uas tso cai siv tau nyob rau ntawm qhov chaw ua haujlwm lossis chaw thov kev pab lub sijhawm ua haujlwm.

Npe Qhov Chaw Ua Haujlwm (Agency) lossis Tus Neeg Ua Haujlwm (Employee) lossis Qhov Chaw Ua Haujlwm (Employer) Uas Ua Ntawv Foob

Piav seb qhov teebmeem lossis qhov uas koj xav hais tias lawv ua tsis ncajncees rau koj yog dab tsi. Sau tag nrho seb yog leejtwg, dab tsis, thaum twg, qhov twg, ua li cas, vim li cas, nrog rau cov povthawj npe, chawnyob thiab xovtooj, yog koj paub. Thov qhia lub vasthib thaum cov teebmeem tshwmsim kom meej. Muab dua ib daim ntawv los sau ntxiv yog hais tias chaw tsis txaus sau. Thov sau rau cov kab hauv qab no seb koj txuas pestsawg daim ntawv ntxiv.

Nplooj ntawv txuas ntxiv tom ntej no txij kab dub dub rov hauv yog cia rau tus neeg ua haujlwm uas txais koj daim ntawv foob mam xyuas thiab teb rov qab tuaj rau koj.

1.1 Qhia seb koj yuav kom ua li cas thiaj zoo koj siab:

Tus neeg ua ntawv foob lossis tus neeg sawvcev tus neeg ua ntawv foob suamnpe	Vasthib

NTAWV FOOB (Informal Complaint)

Date Received	Received By	Title
Agency		

Actions and Individual(s) to be Investigated:

Findings (Must be completed within 30 days):

Action Taken:

Further Action Required? ☐ Yes ☐ No If yes, what action is recommended?

Hmong Discrimination Complaint Forms
DWSD-13005-E-H
(R.11/2003)