



Title VI Compliance

Complaint Procedures

It is the policy of MCYO that in the event of a formal complaint, the following procedure will apply:

Filing Process

1. Complaints must be filed within 30 days of the alleged incident and are routed to the Executive Director where a written Title VI complaint form is completed. The Title VI complaint form is located on the organization's website.
2. The Executive Director reports complaint information to the organization's Board of Directors within 24 hours.
3. The Executive Director is responsible for acknowledging and starting the investigation of the complaint within 30 days of its receipt.
4. The Executive Director will conduct an investigation and create an investigative summary report.
5. Before a formal summary and/or proposed action is released to the complainant, the Executive Director will notify and share the summary with the organization's Board of Directors.
6. The Executive Director will notify the complainant in writing the results of the investigation within 30 days of resolution.
7. In the case where the complainant is not comfortable in dealing with the Executive Director, or in the case that the Executive Director is the alleged harasser, the complainant has the option to register his/her complaint with the Board of Directors. The Board of Directors would proceed to conduct an investigation in the same fashion as the Executive Director would.

Total Number of Complaints

MCYO has never received a formal Title VI complaint. Also, there were no lawsuits filed alleging discrimination on the basis of race, color or national origin under any state funded program or activity.