

# **Town of Waterford**

## **Your Rights Under Title VI of The Civil Rights Act Of 1964**



## **What is Title VI?**

Title VI of the Civil Rights Act of 1964 is the Federal Law that protects individuals and groups from discrimination on the basis of their race, color, and national origin in programs and activities.

### **Title VI Policy**

The Town of Waterford (TOW) upholds its commitment to the principles inherent to the Civil Rights Act of 1964, which affirms that discrimination is illegal.

The TOW in accordance with Connecticut State and Federal law will ensure full compliance with Title VI of the Civil Rights Act of 1964 as amended and related statutes. The TOW is committed to ensuring that no person is excluded from participation, denied benefits, or otherwise subjected to discrimination under any program or activity or any service rendered to the public, on the basis of race, color, national origin, sex, age, or disability. Further, the TOW prohibits discrimination in public accommodations on the basis of ancestry, breast feeding in a place of public accommodation, lawful source of income, learning/mental/ or physical disability, marital status, religious creed, sexual orientation, as well as using/training of a guide dog.

Any person who believes that he or she has been subjected to discrimination or retaliation based on his/her race, color, national origin, sex, age, or disability may file a Title VI complaint. Complaints must be filed in writing and signed by the complainant or a representative and should include the complainant's name, address, and contact information. Complaints must be filed within 180 days of the date of the alleged discriminatory act.

### **What discrimination is prohibited by Town of Waterford Programs?**

Discrimination under our Title VI program is an act (action or inaction) whether intentional or unintentional, through which a person or group, solely because of race, color, national origin, disability/handicap, sex, age or income status has been otherwise subjected to unequal treatment or impact, under any program or activity.

The Town of Waterford cannot discriminate in its rendering of services to the public either directly or through contractual or other means by:

- Denying programs, services, or other benefits;
- Providing different program services or other benefits or providing them in a manner different from that provided to others;
- Segregating or separately treating individuals or groups in any matter related to the receipt of any program, service, or benefit;

- Restricting in any way the enjoyment of any advantage or privilege enjoyed by others receiving any program, service, or other benefit;
- Denying person (s) the opportunity to participate as a member of a planning, advisory or similar body;
- Denying person (s) the opportunity to participate in the program through the provision of services, or affording the opportunity to do so differently from those afforded others.

### **Who may file a Title VI complaint?**

A complaint may be filed by any individual or group that believes that they have been subjected to discrimination or retaliation based on their race, color, national origin, sex, age, and disability/handicap and/or income level. The complaint may be filed by the affected party or a representative, and must be in writing.

### **What information do I include in my complaint?**

- A signed, written complaint should be filed within 180 days of the date of the alleged discrimination, including:
- Your name, address and telephone number. If you are filing on behalf of another person, include name, address, telephone number and your relation to that person.
- The name and address of the agency, firm or department you believe discriminated against you. A description of how, why, and when you believe you were discriminated against. Include as much background information as possible about the alleged acts. Your complaint must include your signature.
- The names of individuals whom you allege discriminated against you if known.
- The names of any persons, if known, that can be contacted for additional information to support or clarify your allegations.

### **How can I request additional information on the Town of Waterford's non-discrimination obligations or file a discrimination complaint?**

If you believe that the TOW has discriminated against you or others protected by Title VI you may file a complaint. Complaints may be filed with:

Lisa L. Cappuccio, Title VI Coordinator  
15 Rope Ferry Road  
Waterford, CT 06385

Complaint forms can be obtained online at the Town of Waterford website: [www.waterfordct.org](http://www.waterfordct.org) or by visiting the Senior Services Department located at the Waterford Community Center  
24 Rope Ferry Road Waterford, CT  
860.444.5839