

Pathways of Southwestern Pennsylvania, Inc.
PUBLIC NOTICE

Title VI Statement of Policy and Public Notice

Pathways of Southwestern Pennsylvania, Inc. assures full compliance with Title VI of the Civil Rights Act of 1964, as amended and related statutes. No person is excluded from participation in its services, denied the benefits of its services, or otherwise subjected to discrimination on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended.

Any person who believes that he or she has been unlawfully discriminated against may file a formal complaint with Pathways of Southwestern Pennsylvania, Inc. within 180 days following the date of the alleged incident.

For more information regarding civil rights complaints or to request alternative means of communication, please call 724-229-0851 or visit the administrative office at 655 Jefferson Avenue, Washington, PA 15301. For more information, visit www.pathwaysswpa.org.

A complainant may file a complaint directly with the Federal Transit Administration at Federal Transit Administration Office of Civil Rights, Attn: Title VI Program Coordinator, East Building, 5th Floor – TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

A handwritten signature in black ink, appearing to read 'E. Yongo', written over a horizontal line.

Edward J. Yongo
Chief Executive Officer

Pathways of Southwestern Pennsylvania, Inc.

Title VI Complaint Procedure

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by Pathways of Southwestern Pennsylvania, Inc. (hereinafter referred to as "Pathways") may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. To request a complaint form, please call 724-229-0851 or visit the administrative office at 655 Jefferson Avenue, Washington, PA 15301. Completed complaint forms must be submitted via mail or in person to the administrative office at 655 Jefferson Avenue, Washington, PA 15301. Pathways investigates complaints received no more than 180 days after the alleged incident. The Authority will process complaints that are complete.

Once the complaint is received, Pathways will review it to determine if the office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the office.

Pathways has 30 days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has seven business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within seven business days, the Authority may administratively close the case. A case may also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has seven days after the date of the letter or the LOF to do so.

A complainant may also file a complaint directly with the Federal Transit Administration at Federal Transit Administration Office of Civil Rights, Attn: Title VI Program Coordinator, East Building, 5th Floor – TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

Pathways of Southwestern Pennsylvania, Inc.

Title VI Complaint Form (Continued)

Section IV		
Have you previously filed a Title VI complaint with this agency?	Yes	No
Section V		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, check all that apply: <input type="checkbox"/> Federal Agency: <input type="checkbox"/> Federal Court <input type="checkbox"/> State Agency <input type="checkbox"/> State Court <input type="checkbox"/> Local Agency		
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
Section VI		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		

You may attach any written materials or other information that you think is relevant to your complaint. Signature and date are required below.

Signature

Date

Please submit this form in person at the address below, or mail this form to:

Pathways of Southwestern Pennsylvania Administrative Office
655 Jefferson Ave.
Washington, PA 15301