

Zia Therapy Center, Inc. (Ztrans)

Title VI/ADA (Non-Discrimination) Complaint Procedures

Zia Therapy Center, Inc. (Ztrans) is committed to a policy of nondiscrimination in the provision of public transportation service. If you believe that you have been subjected to discrimination due to your race, color, national origin, or disability, or have a complaint about the accessibility of our service, you can file a complaint. Please provide all facts and circumstances surrounding your issue or complaints so we can fully investigate the incident.

How do you file a complaint?

You can call Ztrans at (575) 439-4971 or use the accompanying Complaint Form.

You may file a signed, dated, and written complaint no more than 180 days from the date of the alleged incident. The complaint should include:

- Your name, address, and telephone number. **(See Question 1 of the Complaint Form)**
- How, why, and when you believe you were discriminated against. Include as much specific, detailed information as possible about the alleged acts of discrimination, and any other relevant information. **(See Question 10 of the complaint form)**
- The names of any persons, if known, whom the director could contact for clarity of your allegations. **(See Question 10 of the complaint form)**

Please mail, email, or return your completed form to:

Ztrans Transportation Director
C/O Zia Therapy Center, Inc.
900 First St.
Alamogordo, NM 88310
ztrans@ziatherapy.org

Do you need complaint assistance?

If you are unable to complete a written complaint due to a disability or if information is needed in another language we can assist you. Please contact us at (575) 439-4971

How will your complaint be handled?

Ztrans investigates complaints received no more than **180 days** after the alleged incident. We will process complaints that are complete. Once a completed complaint is received, we will review it to determine if it has jurisdiction. The complainant will receive a letter acknowledging receipt of the complaint and whether we have jurisdiction to investigate the complaint.

Ztrans will generally complete an investigation within **90 days** from receipt of a complaint. If more information is needed to resolve the case, we may contact you. Unless we specify a longer period, you will have ten (10) days from the date of the request to send the requested information. If the requested information is not received, we may administratively close the case. A case may also be administratively closed if you no longer wish to pursue it.

After the investigation is complete, Ztrans will send you a letter summarizing the results of the investigation, stating the findings, and advising of any corrective action to be taken as a result of the investigation. If you disagree with our determination, you may request reconsideration by submitting a request in writing to us within **seven (7) days** after the date of the letter, stating with specificity the basis for the reconsideration. We will notify you of the decision either to accept or reject the request for reconsideration within **ten (10) days**. In cases where reconsideration is granted, we will issue a determination letter to the complainant upon completion of the reconsideration review.

Do I have other options for filing a complaint?

We encourage that you file the complaint with us. However, you may file a complaint with the New Mexico Department of Transportation or the Federal Transit Administration:

New Mexico Department of Transportation
1590 Pacheco Street
Suite A-10
Santa Fe, NM 87505
1-800-554-0936
1-505-470-9668
www.dot.nm.us

Federal Transit Administration
Office of Civil Rights
1200 New Jersey Ave SE
Washington, DC 20590
1-202-366-4043
www.transit.dot.us

How do I obtain more information?

If you need more information on our nondiscrimination obligations or complaint procedure, please contact us at (575) 439-4971

Zia Therapy Center, Inc. (Ztrans)

TITLE VI/ADA COMPLAINT FORM (Non-Discrimination)

If you believe you have been subjected to discrimination due to your race, color, national origin, or disability, or have a complaint about the accessibility of our transportation service, you can use this form to file a complaint. Please provide all facts and circumstances surrounding your issue or complaint so we can fully investigate the incident.

Please mail, email, or return this form to:

Ztrans
Attn: Transportation Director
900 First St
Alamogordo, NM 88310
(575) 439-4971
Email: ztrans@ziatherapy.org

Below is the Complaint Form:

1. Complaint's Name:		
Address:		
City:	State:	Zip Code:
Daytime telephone: ()		
Email Address:		
Do you prefer being contacted via email? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Are you filing this complaint on your own behalf?		
<input type="checkbox"/> Yes, If YES please go to question 6 <input type="checkbox"/> No, If NO please go to question 3.		
3. Please provide your name and address.		
Name of person filing complaint:		
Address:		
City:	State:	Zip Code:
Daytime telephone: ()		
Email Address:		
Do you prefer being contacted via email? <input type="checkbox"/> Yes <input type="checkbox"/> No		
4. What is your relationship to the person for whom you are filing the complaint?		
5. Please confirm that you have obtained the permission of the aggrieved party to file a complaint on their behalf.		
<input type="checkbox"/> Yes, I have Permission <input type="checkbox"/> No, I do not have permission		
6. I believe that the discrimination I experienced was based on (Check all that apply)		
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Disability <input type="checkbox"/> Accessibility Issue <input type="checkbox"/> Other		
7. Date of alleged discrimination take place? (Month/Day/Year)		
8. Where did the alleged discrimination take place?		
9. Explain as clearly as possible what happened and why you believe that you were discriminated against. Describe all of the persons that were involved. Include the name and contact information of the person(s) who discriminated against you (if known). <i>Use the back of this form or separate pages if additional space is required.</i>		

