

Heartland Services

SUBJECT:	Title VI		
Last Revision and/or Review	12/2022	Date Originated:	03/98
PURPOSE:	To explain the premises under which employment and services are offered by the agency.		

IMPLEMENTATION PROCEDURE
1. The agency does not discriminate because of race, color or national origin. The agency does not:
<ul style="list-style-type: none"> • Deny any individual services, opportunity, or other benefit for which he or she is otherwise qualified
<ul style="list-style-type: none"> • Provide any individual with any service, or other benefit which is different or is provided in a different manner from that which is provided to others in the program
<ul style="list-style-type: none"> • Restrict any individual in any way in the enjoyment of services, facilities or any other privileges or subject any individual to segregated or separate treatment related to the receipt of service
<ul style="list-style-type: none"> • Limit participation by any group of individuals that subjects them to discrimination
<ul style="list-style-type: none"> • Address an individual in a manner that denotes inferiority because of race, color or national origin
<ul style="list-style-type: none"> • Assign alternative rooms or housemates in residential settings without consideration of the tenant's desires and documentation of the reason for transfer.
2. The agency adheres to title VI requirements in the advertising and hiring of all staff members and recruiting board members.

ACCOUNTABILITY
1. Upon employment, staff are given a copy of "Equal Opportunity and the Law" or similar document outlining expectations of Title VI compliance.
2. The information is contained in the staff handbook which staff are required to sign at the end of the training period.
3. Individuals also receive this information in the informational handbook at the time of enrollment.

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| <p>4. The trained title VI coordinators for the agency are the Executive Director and the Quality Assurance Liaison. They should be contacted if there are questions relating to title VI compliance. Violations of policy should be reported to a trained coordinator.</p> |
| <p>5. Penalties for failing to observe Title VI regulations are outlined in the agency disciplinary policy.</p> |