

PART IV - REMEDY SOUGHT [State the specific remedy sought to resolve the issues(s).]

PART V - VERIFICATION

Complainant's Signature _____ Date _____

Instructions for Completing External Complaint Form

GENERAL

1. Instructions provided within this form are not meant to be all inclusive. Any person or group(s) of persons filing external service complaints are responsible for all procedural requirements contained in the external complaints.

If this is a complaint regarding Title VI (race, color or national origin) or other Nondiscriminatory Statutes/Executive Orders (sex, disability, limited English proficiency, age or income status) complete the External Complaints of Discrimination form.

2. Complainants **must** include all required information and **must** meet all timeframes as defined in the **Senior Meals and Services, Inc External** Complaint Procedure.
3. Legible copies of all available pertinent documentation should be attached to this form.

All inquiries should be directed to Service Director, Senior Meals and Services, Inc., 202 4th Ave NE, Devils Lake, ND 58301, 701-662-5061

PART I

Complete all information in this section.

PART II

Check all boxes that apply indicating the basis for the complaint. If the complaint type is not listed, select "Other" and describe.

PART III

State the specific complaint in a manner that clearly identifies the issues upon which the complaint is based.

PART IV

State the minimum remedy acceptable for resolution of this complaint.

PART V

Sign and date this section to verify the information contained in Parts I through IV.

Service Complaints Procedure

Service complaints should be resolved through informal resolution when possible. If informal means are not satisfactory, the following steps may be taken.

1. Persons who wish to place a service complaint must complete the form and submit it to Service Director within 3 working days of the incident.
2. While the above indicates a complaint should be in writing and signed, Senior Meals and Services, Inc. will accept complaints in alternate formats from persons with disabilities, upon request.
3. The Service Director has the option to request additional information from the complainant and any other persons involved in the incident.
4. The Service Director will investigate the alleged complaint and shall respond to the complainant in writing within 10 working days.
5. The Service Director will log complaint, findings and any corrective action if needed.
6. If the complaint is not resolved satisfactorily to the complainant, the complainant may contact the Senior Meals and Services Inc. Board of Directors to review the complaint. The Board of Directors must be contacted within 5 working days of the date of issuance of the written determination by the Service Director.
7. The Board of Directors will investigate the complaint and respond within 10 working days in writing. All decisions made by the Board of Directors are final.