



## Title VI Compliance Policy and Procedure

**Title:** Title VI Compliance

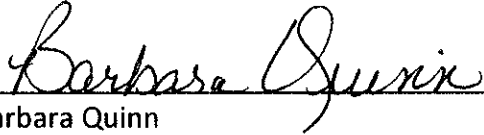
**Policy:** It is the policy of Park Center to comply with all Federal laws including Title VI of The Civil Rights Act of 1964.

**Purpose:** To outline Park Center's procedures for ensuring Title VI compliance.

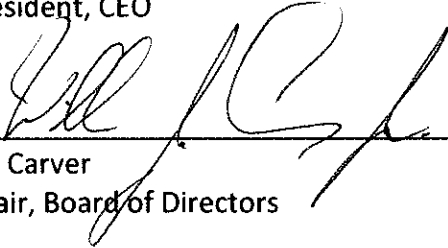
**Procedure:**

1. As a recipient of Federal funding, Park Center abides by Title VI of the Civil Rights Act of 1964 which states that no person in the US shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal finance assistance.
2. The CEO of Park Center will designate a specific individual from the Operations Department to serve as the Title VI Coordinator for the entire agency. This individual will be responsible for civil rights compliance with Federal and State regulations. The duties of the Title VI Coordinator include: ensuring all new employees and volunteers receive Title VI training during new employee orientation, ensuring procedures are in place to inform members of their rights under Title VI; displaying and distributing Title VI posters and brochures (in English and other languages); maintaining a complaint log and conducting investigations when necessary; submission of the annual Title VI Self-survey report and other required documents to the Department of Mental Health and Substance Abuse Services in a timely manner.
3. Should a member feel they have been discriminated against, the member grievance process will be followed. See Member Grievance policy for more information.
4. Limited English Proficiency is defined as the inability to speak, read, write or understanding the English language at a level that permits a service recipient to interact effectively with staff in accessing services and benefits. In the event that a prospective or active member of Park Center has LEP, Park Center will inform the individual of their right to receive interpretive services without cost. Interpretation services are available through AVAZA language interpretation services which can be reached by dialing 615-534-3405 and giving access code 37400 and client ID 900622.
5. Park Center will solicit minority owned and Disadvantaged Business Enterprises where bids for contracts are taken.

Date Approved: 1-28-2020



Barbara Quinn  
President, CEO



Bill Carver  
Chair, Board of Directors