

Instructions for the Complaint Verification Information Form:

It is the public policy of the State of West Virginia to provide all of its citizens equal opportunity for employment, equal access to places of public accommodations, and equal opportunity in the sale, purchase, lease, rental and financing of housing accommodations or real property. Equal opportunity in the areas of employment and public accommodations is hereby declared to be a human right or civil right of all persons without regard to race, religion, color, national origin, ancestry, sex, age, blindness or disability. Equal opportunity in housing accommodations or real property is hereby declared to be a human right or civil right of all persons without regard to race, religion, color, national origin, ancestry, sex, blindness, disability or familial status.

The denial of these rights to properly qualified persons by reason of race, religion, color, national origin, ancestry, sex, age, blindness, disability or familial status is contrary to the principles of freedom and equality of opportunity and is destructive to a free and democratic society§ 5-11-2. Subrecipients of grants under the Violence Against Women Act (VAWA) of 1994, as amended, are prohibited from discriminating on the basis of sexual orientation or gender identity in addition to the above listed classes.

Grantee employees who believe that they have encountered discrimination in any terms or conditions of employment, including but not limited to hiring, selection, promotion, transfer, pay, tenure, discharge, and discipline may file a complaint with the Agency, who will then forward the complaint to the WV Human Rights Commission for investigation. If an individual receiving services from a grantee believes that he or she has been discriminated against or that his or her civil rights have been violated, the individual may file a complaint as well. Complaints of discrimination generally must be made to the Agency within 180 days of the alleged discrimination. The Violence Against Women Act and the Omnibus Crime Control and Safe Streets Act of 1968 provide one year from the time of the alleged discrimination to file the complaint.

If a grantee employee believes that he or she has been discriminated against by the grantee, the employee may file a complaint with the Agency's Civil Rights Officer. Complaint forms may be obtained from the Agency. Complaints may be submitted in written form or by e-mail to the attention of the Agency's Civil Rights Officer, Marty Hatfield, 1124 Smith Street, Suite 3100, Charleston, WV 25301, or Marty.A.Hatfield@wv.gov.

The West Virginia Justice and Community Services shall serve as the coordinator of complaints alleging discrimination and civil rights violations. While the Agency shall serve as the coordinator for all complaints regarding civil rights violations, the Agency does not have the authority to investigate any alleged discrimination or civil rights violations; but rather, will refer the complaint to the appropriate body for investigation. The Agency's Civil Rights Officer is Marty Hatfield. Mr. Hatfield may be reached at (304) 558-8814, extension 22414. If you prefer to mail a complaint to Mr. Hatfield please utilize the following address: 1124 Smith Street, Suite 3100, Charleston, WV 25301. Complaint forms can be found at <https://das.wv.gov/JCS/grant-programs/Pages/Civil-Rights.aspx>.

Attached is the Complaint Verification Information Form. Please complete the form in its entirety, sign and date and return to the following:

Marty Hatfield
Civil Rights Officer

WV Justice & Community Services
1124 Smith Street, Suite 3100
Charleston, WV 25301
(304) 558-8814, ext. 22414
Marty.A.Hatfield@wv.gov