



**NOTICE TO INDIVIDUALS ABOUT DISABILITY RIGHTS FLORIDA
GRIEVANCE PROCEDURES**

HOW TO FILE A GRIEVANCE

You may file a grievance if:

- You asked for help from Disability Rights Florida but were told you could not get help;
- You currently are getting help from Disability Rights Florida but are unhappy with the help; or
- The help you were receiving ended and Disability Rights Florida denied further help.

To file a grievance you may do the following:

Step 1 (Optional) Discuss the Disagreement with the Disability Rights Florida Employee.

You may want to talk about the problem with the Disability Rights Florida staff person. You do not have to do this.

Step 2 Disability Rights Florida Executive Director

You may file a grievance with Disability Rights Florida's Executive Director within 30 days of when Disability Rights Florida made the decision you do not like.

You may file a grievance using the attached form, by writing your grievance on another piece of paper, or by calling Disability Rights Florida for assistance in preparing your grievance.

Send your grievance to:

Executive Director
Disability Rights Florida
2728 Centerview Drive, Suite 102
Tallahassee, FL 32301
(800) 342-0823
Fax: (850) 488-8640
TDD: (800) 346-4127

E-mail: executivedirector@disabilityrightsflorida.org

INDIVIDUAL GRIEVANCE FORM

To file a grievance, you may use this form, write your grievance on another piece of paper or call (800) 342-0823 and ask a Disability Rights Florida staff person to assist you in writing your grievance. You may also call us on the TDD line at (800) 346-4127, send us a fax at (850) 488-8640, or send an e-mail to executivedirector@disabilityrightsflorida.org

Your name:

Your address:

Your daytime telephone number: ()

Your e-mail:

If you are helping someone file a grievance, their name:

Please explain why you are filing a grievance:

What do you want Disability Rights Florida to do differently?