**Inter Tribal Council of Arizona, Inc.**

**WIC Program**

**Customer Service and Civil Rights Complaint Form**

This form is for customer service or other complaints against staff OR any civil rights complaints. Vendor complaints (not related to civil rights) should be documented in STARS.

Date Reported.

**What type of complaint is this?**

**Civil Rights**

**How was the complaint received?**

Choose an item.

**Complainant Contact Information**

(if complainant reported this anonymously, enter “anonymous” in the name field).

Choose an item.

Complainant Name

Complainant Address

Complainant City, State, Zip

Complainant Phone.

**Complaint Information**

Date of Occurrence. Approximate Time of Occurrence Location of Occurrence.

Name of Person or Entity against whom complaint is being file.

Describe the complaint in this box. Provide as much detail as possible.

**Follow-up Action**

Describe action taken by staff

[ ]  Complainant advised of how to file civil rights complaint with USDA

[ ]  Supervisor informed of complaint

[ ]  ITCA notified of complaint

**WIC Staff Information**

Name of WIC Staff Recording Complaint Date Complaint Recorded.

ITCA Staff Use Only