



Fairfield County Transit's Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI

Fairfield County Transit

- Fairfield County Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Fairfield County Transit.
- For more information on Fairfield County Transit's civil rights program, the procedures to file a complaint, or to file a complaint, please contact the Aaron Kennedy at 740-681-5086 (TTY 800-750-0750); email aaron.kennedy@fairfieldcountyohio.gov; or visit our administrative office at 746 Lawrence St Lancaster Ohio, 43130. For more information, visit fairfieldtransit.com.
- For transportation-related Title VI matters, a complaint may also be filed directly with the:

Ohio Department of Transportation, Attn: Office of Opportunity, Diversity, and Inclusion, Title VI Coordinator, 1980 West Broad Street, Mailstop 3270, Columbus, Ohio 43223
- Federal Transit Administration, Office of Civil Rights, Attention: Complaint Team, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- If information is needed in another language, contact our transit office.

FTA states that: *agencies shall inform the public of their rights under Title VI through such measures as posting the Title VI notice on posters, comment cards, or flyers placed at stations, bus shelters, and in transit vehicles. The type, timing, and frequency of these measures are at the recipient's discretion, as long as the type, timing, and frequency are sufficient to notify passengers and other interested persons of their rights under DOT's Title VI regulations with regard to the recipient's program.* As such, Fairfield County Transit's Notice to the Public can be found at the following locations (check all that apply):

- ☒ In public areas of the office, including reception room and meeting rooms.
- ☒ On the agency website.
- ☒ In the agency brochure.
- ☒ In the agency vehicles.
- ☒ At stations and/or stops.

- A. Any person who believes she/he has been discriminated against based on race, color, or national origin by Fairfield County (hereinafter referred to as "the County") may file a Title VI complaint by completing and submitting the Title VI Complaint Form.

- B. To obtain a Title VI Complaint Form, contact 740-687-6608, (TTY 800-750-0750); 104 E. Main Street, Lancaster, OHIO 43130; aaron.kennedy@fairfieldcountyohio.gov or <https://fairfieldcountyohio.gov/pdf/Transit-TitleVI-Complaint-Form.pdf> Fairfield County investigates complaints received no more than 180 days after the alleged incident and will process complaints that are complete. Once the complaint is received, the county will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.
- C. The county has (15) business days to investigate the complaint. If more information is needed to resolve the case, the county may contact the complainant. The complainant has (15) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within (15) business days, the county can administratively close the case. The case can be administratively closed also if the complainant no longer wishes to pursue their case.
- D. After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has 15 business days after the date of the letter or the LOF to do so.
- E. Transportation-related Title VI complaints may be filed directly with the Ohio Department of Transportation's Office of Equal Opportunity, Attn Title VI Coordinator, 1980 West Broad Street, Columbus, OH 43223.
- F. Transportation-related Title VI complaints may be filed directly with the Federal Transit Administration's Office of Civil Rights, Attn Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.
- G. If information is needed in another language, contact 1-800-750-0750 (Ohio Relay)
- H. Fairfield County has posted information pertaining to the Public Rights under Title VI on our website, in our brochures and public transit vehicles.