

# TITLE VI POLICY

Title VI of the Civil Rights Act of 1964 prohibits discrimination in programs that utilize federal funds. Core Services will comply with the Title VI requirements. Core Services will not exclude, deny benefits to or otherwise discriminate against any applicant for services or to individuals currently being served in a Core Services program based on race, color or national origin in the admission, to or participation in, any of its programs and activities.

1. The Training Coordinator will serve as Core Services’s Title VI Local Coordinator.
2. On an annual basis applicants for services and current person supporteds will be informed of Title VI protections, remedies for Title VI violations, and how to contact Core Services’s Title VI Local Coordinator.
3. The Title VI Local Coordinator will advise individuals regarding the options for filing a Title VI complaint.
4. Title VI materials will be displayed at Core Services’s administrative office.
5. All staff will be trained:

a. To ensure Title VI compliance during service provision;

b. To ensure recognition of and appropriate response to Title VI violations;

c. To be knowledgeable about complaint procedures and appeal rights pertaining to alleged Title VI violations for service recipients; and

d. To be knowledgeable about personnel practices governing response to employees who do not maintain Title VI compliance in interacting with service recipients.

1. Core Services will provide or arrange language assistance (i.e. interpreters and/or language appropriate written materials) to individuals of limited English proficiency (LEP) through DIDD or TennCare Customer Service.
2. Core Services will provide meaningful access to services to LEP person supporteds.
3. All program assignments will be made without regard to race, color, or national origin.
4. Core Services will complete and submit an annual Title VI self-survey in the format designed by DIDD as part of their overall quality assurance efforts.
5. Core Services will orient employees to their Title VI responsibilities and the penalties for noncompliance within the first sixty (60) days of employment and document such in the training files.
6. Core Services employees annually will successfully complete Title VI training in RELIAS