



Steven W. Troxler  
Commissioner

## North Carolina Department of Agriculture and Consumer Services

### **Title VI Complaint Information**

The following steps should be taken to file a Title VI complaint:

- The complaint must be in writing and include your full name, address, and telephone number. Your complaint must be signed and filed with the North Carolina Department of Agriculture and Consumer Services (NCDA&CS) within 180 calendar days of the alleged discriminatory act. If you are filing on behalf of another person, include your full name, address, telephone number, and your relation to that person (for example: friend, attorney, parent, etc.)
- Include the name and address of the agency, institution, or division you believe discriminated against you.
- Include how, why, and when you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Include names of individuals you allege discriminated against you, if you know them, as well as any other relevant information.
- Include the names of any persons, if known, that the investigating agency could contact for additional information to support or clarify your allegations.
- All complaints must be signed by the complainant.

The Title VI complaint should be sent to the Office of General Counsel for NCDA&CS. Upon receipt of the Title VI complaint, NCDA&CS staff will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merits of the complaint.

If the investigation indicates that a violation did not occur, NCDA&CS staff will notify the parties of the final decision in writing. If the complainant is not satisfied with the results of the investigation of the alleged discrimination and practices, the complainant will be advised of the right to appeal to USDA or the appropriate federal agency.

**Please Note:** Complainants have the option to file a complaint with the appropriate federal agency no later than 180 calendar days after the alleged discrimination occurred:

United States Department of Agriculture, Director, Office of Adjudication,  
1400 Independence Avenue, S.W., Washington, DC 20250, Fax: 202-690-7442, Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

For Further Information on NCDA&CS Title VI Compliance Contact:

Legal Affairs

1001 Mail Service Center, Raleigh, North Carolina 27699-1001 • <http://www.ncagr.gov/>  
Phone: (919) 707-3011 Fax: (919) 733-1141