

COMPLAINT OF DISCRIMINATORY TREATMENT FORM

This form is to be used to file a DPSS complaint of discriminatory treatment for violations against any of the protected classes covered under California Department of Social Services Division 21. According to the Los Angeles County DPSS Civil Rights Handbook, this form is not required to formally submit a discrimination complaint.

You may file a complaint if you feel that you have been discriminated against due to your:

- National Origin
(Includes Language)
- Race
- Ethnic Group Identification
- Sex
- Gender Identity
- Marital Status
- Medical Condition
- Religion
- Disability (Physical or Mental)
- Immigration Status
- Color
- Ancestry
- Age
- Gender Expression
- Sexual Orientation
- Domestic Partnership
- Genetic Information
- Political Affiliation
- Citizenship
- Any other applicable basis

Instructions:

1. Complete the attached PA 607 form, Complaint of Discriminatory Treatment. Be sure to include your name, telephone number, mailing address, case number, and a description of the alleged discrimination (attach additional pages, if necessary). To submit your complaint anonymously, you may leave the name section blank and write "Anonymous" in the signature section.
2. Provide the corrective action being requested to resolve the alleged discrimination.
3. Sign the form.
4. Submit the complaint form in-person at any DPSS office, by phone, fax, email, or by U.S. mail to:

**Department of Public Social Services
Civil Rights Section**

12860 Crossroads Parkway South

City of Industry, CA 91746

Telephone: (562) 908-8501

Fax: (562) 692-2240

Email: DPSSCivilRights@dpss.lacounty.gov

Please Note:

- DPSS Civil Rights Section will assign an investigator who will acknowledge receipt of your complaint in writing.
- Submitting a PA 607 is not a requirement to submit a report of discrimination; you may file a written complaint by email, a verbal complaint by telephone, or by informing any DPSS employee to initiate a complaint of discrimination.

- Retaliation is included as a protected activity under CDSS Division 21 and is prohibited. A retaliation complaint is described as any form of intimidation, threatening, coercing, or discriminating against any individual engaging in a protected activity, such as filing a complaint, testifying, or participating in any manner in any investigation, proceeding, or hearing. This is not the same as a discrimination complaint, however, it is prohibited under CDSS Division 21.

County of Los Angeles
Department of Public Social Services

COMPLAINT OF DISCRIMINATORY TREATMENT

Case Name:

Case Number:

Please return completed form to:

Department of Public Social Services Civil Rights Section

12860 Crossroads Parkway South

City of Industry, CA 91746

E-mail: DPSSCivilRights@dpss.lacounty.gov

Phone: (562) 908-8501

Fax: (562) 692-2240

I, _____, hereby file this
(Please print your name)

complaint of discriminatory treatment and request that an investigation be conducted.

I believe I was discriminated against because of my (check at least 1 box):

**NATIONAL
ORIGIN**

(including
language)

COLOR

RACE

ANCESTRY

ETHNIC GROUP

IDENTIFICATION

**PHYSICAL OR
MENTAL**

DISABILITY

AGE

SEX

GENDER

EXPRESSION

GENDER

IDENTITY

**SEXUAL
ORIENTATION**

MARITAL

STATUS

DOMESTIC

PARTNERSHIP

MEDICAL

CONDITION

**GENETIC
INFORMATION
RELIGION
POLITICAL
AFFILIATION**

**CITIZENSHIP
IMMIGRATION
STATUS
ANY OTHER
APPLICABLE BASIS:**

I believe I was retaliated against because:

DATE OF OCCURRENCE:

**NAME(S) AND TITLE(S) OF THE PERSON(S) WHO I BELIEVE
DISCRIMINATED AGAINST ME:**

**THE ACTION, DECISION OR CONDITION WHICH CAUSED ME TO
FILE THIS COMPLAINT IS AS FOLLOWS:**

**I WISH TO HAVE THE FOLLOWING CORRECTIVE ACTION
TAKEN:**

CONSENT GRANTED – By initialing this option, I am authorizing the Department of Public Social Services, Civil Rights Section (CRS) to reveal my identity and other personal information to persons at the organization or institution under investigation and to other Federal and State agencies in accordance with applicable Federal and State laws and regulations. I hereby authorize CRS to receive material and information including, but not limited to applications, case files, personal records, and medical records. The material and information shall be used for authorized civil rights compliance and enforcement activities.

I understand that I am not required to authorize this release and I do so voluntarily.

CONSENT DENIED – I do not give my consent for the release of my name or other personally identifying information. I understand that this complaint **may not** be investigated as a result of my refusal to give my consent for the release of information.

(SIGNATURE)

(DATE)

ADDRESS:

TELEPHONE:

PA – 607 (REVISED 5/2023)