

PROCEDURE: Title VI of the Civil Rights Act of 1964

I. PURPOSE

JICL does not exclude, deny, benefits to or otherwise discriminate against any applicant for services or person supported based on race, color, national origin, or Limited English Proficiency (LEP) in the admission to or participation in any of its programs and activities

II. SCOPE

This policy/procedure applies to all staff employed by JICL and the people that are supported through JICL programs.

III. OPERATING PROCEDURES

A. Prohibited practices include, but are not limited to the following:

1. Denying any service, opportunity, or other benefit for which an applicant or person supported is otherwise qualified.
2. Providing any applicant or person supported with any service or other benefit which is different or is provided in a different manner from that which is provided to others in the same program.
3. Subjecting any person supported to segregated or separate treatment in any manner related to the receipt of service.
4. Restricting any person supported in any way in the enjoyment of services, facilities, or any other advantage, privilege or benefit provided to others in the same program.
5. Adopting methods of administration that would limit participation or subject any group of applicants or persons supported to discrimination.
6. Addressing an applicant or person supported in a manner that denotes inferiority because of race, color, or nation origin, or
7. Subjecting any applicant or person supported to racial or ethnic harassment, to a hostile racial or ethnic environment or to a disproportionate burden of environmental health risks.
8. Denying a person supported, or person who has been previously deprived of the opportunity/eligibility to participate as a member of the Board of Directors or other planning Board.

Journeys In Community Living-Operating Procedures

9. JICL orients all employees to their Title VI responsibilities and the penalties for noncompliance within the first 60 days of employment.
10. Employees receive an annual Title VI training.
11. Persons supported and their families/guardians/conservators are informed in writing their rights under Title VI, and the complaint process (including the identity of the Title VI coordinator and how to contact him/her) upon entry into services and annually thereafter.
12. The agency will provide or arrange language assistance to persons of Limited English Proficiency.
13. Employees violating Title VI policies in their relations with people supported, supported persons family, or their fellow employees are subject to corrective actions, up to or including termination.