

Complaint/Grievance Procedure

Persons served by _____ may express complaints and grievances about this Licensed Provider. The steps in the grievance process are as follows:

1. Talk to the license holder and attempt to resolve your complaint or grievance on an informal basis.
2. Submit a written complaint/grievance to the license holder. The complaint/grievance should be written on a clean sheet of paper and include:
 - a. The date written.
 - b. Your name.
 - c. A complete explanation of your complaint/grievance with as many details as possible.
 - d. A description of the actions you would like the licensed provider to take to resolve your complaint/grievance.

License holders will respond in writing to written complaints/grievances as soon as possible, but not later than five days after receiving the complaint or grievance, unless extenuating circumstances make a response during that time impossible.

3. Submit a written complaint/grievance to the licensing agency:
(Note: most business issues are not a licensing issue and cannot be addressed by the licensing worker)

Name Otter Tail County Human Services
 Attn: Child Foster Care Licensor
Address: 530 West Fir Avenue
 Fergus Falls MN 56537
Phone: 218-998-8150

You are encouraged to follow these steps in sequence but you **may submit a grievance beginning with any of the steps listed above.**

Persons served by the program, parents and guardians will be provided with a copy of this grievance procedure upon request.

Any abuse or maltreatment information obtained through the grievance process will be reported as required by the Maltreatment of Minors Act, MN Statutes Section 626.556 or Vulnerable Adult Act, MN Statute Section 626.557.

The license holder will notify the licensing agency of all written complaints/grievances and the resolution of the complaints/grievances in writing.

CFC-043

Signature _____
Date _____

Signature _____
Date _____