



July 2022

## Tuesday's Children Department of Homeland Security, Civil Rights Evaluation Tool

Tuesday's Children complies with Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including **language**).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

### To File a Complaint

If you think that Tuesday's Children has failed to provide these services or discriminated in another way based on race, color, national origin (including language), disability, sex, or age, you can file a complaint in person or by mail or email with: Lisa Jettmar, Chief Operations Officer, at [lisaj@tuesdayschildren.org](mailto:lisaj@tuesdayschildren.org) or 516-562-9000. A complaint must be filed no later than 180 days after the date of the alleged discrimination. Recipient will receive written acknowledgement of the complaint within 10 days, via email. Once a complaint is received, Tuesday's Children will conduct an internal investigation to be completed within 6 months of receipt of the complaint. Tuesday's Children will track any and all complaints received through the use of a spreadsheet, saved in a confidential, administrative section of the Tuesday's Children server.

You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

**E-mail:** [CRCLCompliance@hq.dhs.gov](mailto:CRCLCompliance@hq.dhs.gov) (fastest method to submit your complaint)

**Fax:** 202-401-4708

**U.S. Mail:**

U.S. Department of Homeland Security  
Office for Civil Rights and Civil Liberties

Compliance Branch  
245 Murray Lane, SW  
Building 410, Mail Stop #0190  
Washington, D.C. 20528

For additional information: [www.dhs.gov/crcel](http://www.dhs.gov/crcel) Phone: 202-401-1474 Toll-Free: 1-866-644-8360

## **Retaliation**

It is impermissible for a recipient or other person to intimidate, threaten, coerce, or discriminate against any program beneficiaries (e.g., members of the public, clients, customers, and other non-employees) for the purpose of interfering with any right or privilege secured by Title VI, or because the individual has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under the DHS regulation implementing Title VI (6 C.F.R. § 21.11(e)). Any individual alleging such harassment or intimidation may file a separate complaint with DHS.

## **Procedures**

Tuesday's Children compliant filing process is posted on its website.

## **Information and Services for Persons with Disabilities and Persons with Limited English Proficiency**

### **Tuesday's Children, upon request:**

- Provides free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.), to communicate effectively with persons with disabilities.
- Provides free language services, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.

### **If you need these services, please contact:**

Kathy Murphy, Senior Program Director, at [kathy@tuesdayschildren.org](mailto:kathy@tuesdayschildren.org) or 516-562-9000.