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|  | **Tennessee Department of Human Services****Civil Rights Complaint Appeal** |

When completed, please mail form to:

**Department of Human Services**

**Civil Rights Compliance Officer**

**505 Deaderick Street, 14th floor**

**Nashville, Tennessee 37243**

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| **Complainant’s Name:**       |

**Complainant’s Contact Information \***

**Mailing Address**

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| **Street Address** | **City** | **State** | **ZIP** |
|    -   -     |    -   -     |    -   -     |
| **Home Number** | **Work Number** | **Cell Number** |

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| **E-Mail Address:**       |

**Finding to be Appealed:**

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| Signature of Complainant/Appellant | Date |

All appeals of civil rights complaints will be forwarded to and handled by the federal oversight agency. You can also file an appeal directly with the federal agency. Appeals of eligibility decisions will be forwarded to and handled by the Department’s Division of Appeals and Hearings. See attached Appeal Sheet.

**For Families First, Medicaid, or Child Support** – U.S. Department of Health & Human Services, Office for Civil Rights, Atlanta Federal Center, 61 Forsyth Street, S.W., Suite 3B70, Atlanta, GA 30303.

**For Vocational Rehabilitation –** U. S. Department of Education, Atlanta Office, Office of Civil Rights, 61 Forsyth St. S.W., Suite 19T70 Atlanta, GA. 30303-3104.

**For Supplemental Nutrition Assistance Program (SNAP):** U.S. Department of Agriculture (USDA), Office of the Assistant Secretary for Civil Rights, Stop 9430,1400 Independence Avenue, S.W., Room 212-A, Whitten Building, Washington, D.C. 20250.

**For SNAP, you must appeal to the USDA within 90 days of receiving your decision letter. For all other programs, please return the appeal form (HS-2634) within 30 days of receipt.**

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| **Office Use** - Received by:  | Date:   /  /     |

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