



Client Rights Formal Grievance Form

Name of Organization/Facility/Employee: _____

Name of person complaining: _____

Date of submission: _____

Reason(s) for grievance(s): _____

Evidence provided: _____

Relief/resolution sought: _____

Signature of person complaining or person complaining on client's behalf.

Signature

Date

Note: Grievances are not required to be written. Grievances can be submitted to the Client Rights Specialist orally. If grievances are communicated orally, the grievant should inform the Client Rights Specialist that it is the grievant's intent to file orally.

If you wish to submit your grievance orally contact HYC HR department.