GRIEVANCE POLICY FOR EMPLOYEES, FOSTER CHILDREN AND FOSTER PARENTS

Instructions:

- Fill out this form
- Give it to the agency's Case Manager. If the grievance is about the Case Manager, or another employee, give it to the Executive Director. If it is about the Executive Director, give it to the Licensing Administrator.
- The person that you gave the grievance to will contact you to talk about the matter.
- The matter will be addressed with the person that the grievance is regarding and the person filing the grievance. We will try to work out a solution that is agreeable to everyone.

Filing a grievance is your right. There will not be any unfavorable action taken against you for filing a grievance

Person making the grievance: _____ Date: _____

Person that the grievance is regarding: _____

Date or time span that the grievance happened: _____

What happened? _____

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