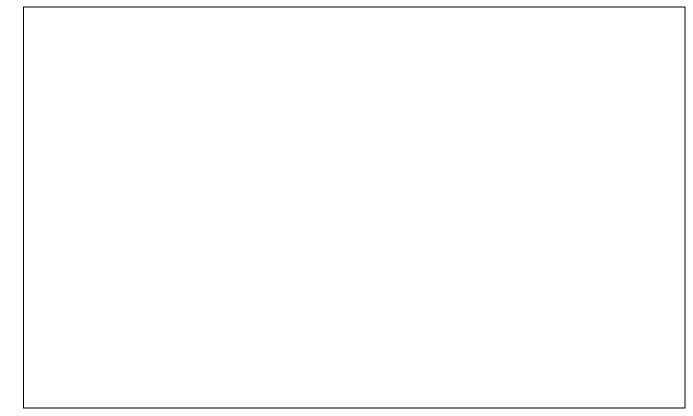
CHILD ADULT RESOURCE-SERVICES, INC. Grievance Form

- (1) Type or Print legibly in dark blue or black ink.
- (2) Attach any supporting documents to this form to assist with a quick resolution to the matter.
- (3) Keep a copy of all documentation about your Grievance for yourself.

Person Wishing to File a Grievance:

<u>Grievance:</u> Grievance in detail is attached to this Grievance Form

Use the space below to describe your Grievance. Include the date, time, place where it occurred, names of people involved, names of witnesses, etc. If you already have a letter or any other written statement that includes this information – simply attach it to this form.



Step 1: Talk to your Program Supervisor:

Program Supervisor		
Date of Meeting		
Meeting Took Place	Phone Call	In Person
Notes from Meeting		

Step 2: Talk with the CEO – Chief Executive Officer:

	Phone Call		In Person
_		Phone Call	Phone Call

Step 3: Ask the Board of Directors for Resolution:

Chairman of Board						_		
Date of Contact								
Made Contact		Phone Call		Email				
Documentation Sent	(date)							
Documentation Sent		Email		Fax		Postal Mail		
Notes from Contact with Chairman of the Board								
Resolution: Resolution in detail is attached to this Grievance Form								

After Resolution – Signature of Person Filing a Grievance

Date