

Community Complaint Form

CSNT, Inc. is committed to handling complaints quickly, seriously and confidentially.



- Responsible individual to maintain a *Documentation of Complaint File* for the purposes of resolving and tracking the complaint; report resolution to Head Start Director and forward a copy of resolution to Head Start Office Coordinator
- Responsible individual to maintain a *Documentation of Complaint File* for the purposes of resolving and tracking the complaint; report resolution to Community Services Director and forward a copy of resolution to Community Services Office Assistant

Date Received: _____ Head Start Division _____ CS Division _____

Date of Incident: _____ Time of Incident: _____ am pm

Location of Incident: _____

Name of Person Filing Complaint: _____

Details/Description: _____

Resolution (include dates/times): _____

*Additional pages attached Copy forwarded to: HS Office Coordinator CS Office Assistant