

Families United Network, Inc./FUN Academy/Liberty Manor received your:

Grievance/Complaint Appeal

Date of Letter: _____

To: _____

Address: _____

This letter is your official notice that Families United Network has received your:

Grievance/Complaint Appeal

Date Received: _____

We will do the following things in 7 days:

- Investigate your Grievance/Complaint;
- Have a meeting with all people involved, including those checked on the Grievance or Appeal form, unless the grievance or appeal can be successfully resolved without; and
- Send you a letter telling you our decision (resolution).

Important Dates:

Below are the key dates for your grievance/complaint or appeal. If you have any questions, please contact:

Person: _____ Contact Information: _____

Date Grievance/Complaint or appeal received: _____

Date the decision is due: _____

Date we will mail your decision letter: _____

Copies provided to:

Copies of this notice will go to any of the people whose titles you checked on the Grievance Appeal Notification form/Participant Complaint Form.

- County Caseworker _____
- Private Provider Caseworker _____
- Juvenile Probation Officer _____
- Mental Health Caseworker _____
- Group Home Worker/Staff _____
- Intellectual Disability Caseworker _____
- Guardian ad Litem _____
- Attorney/Lawyer _____
- Court Appointed Special Advocate _____
- Department of Aging _____
- None indicated _____

Agency Signature

Print Name

Date