The Office of Constituent Affairs is designated as the Discrimination Complaint Coordinator (DCC) for the New Mexico Children, Youth and Families Department (CYFD). The DCC will refer a complaint alleging discrimination under New Mexico and United States Civil Rights Laws from CYFD contractors*, their employees, applicants and clients, to the Equal Employment Opportunity Commission (EEOC) or the Human Rights Division of the NM Department of Workforce Solutions for possible investigation. Please complete and sign this form and return it to the address listed above or fax it to 505.827.4053. You may contact the EEOC in Albuquerque directly at 505.248.5202. Please be aware that there is a strict time limitation of 300 days to file a charge of discrimination.

*If the contractor receives Department of Justice (DOJ) funding, the DCC will refer the complaint to the DOJ.

Please print clearly in each of the fields listed below, sign and date.

Your First Name ___________________________  Your Last Name ___________________________

Address ____________________________________________________________________________

City ___________________________  State _______  Zip Code ___________________________

Home Phone ___________________________  Work Phone ___________________________

Today’s Date ___________________________  Your Signature ___________________________

About the employer you allege discriminated against you:

Employer’s Name ___________________________________________________________________

Address ___________________________________________________________________________

City ___________________________  State _______  Zip Code ___________________________

Phone ___________________________  Number of employees employed by company (if known) __________________

Does employer/contractor receive DOJ funding?  ☐ Yes  ☐ No  ☐ Don’t know

Provide a short description of the events you believe were discriminatory and dates of such events:

(for example, you were fired, demoted, harassed, etc.)

Why you believe you were discriminated against and on what basis:

(for example: race, color, national origin, sex, sexual preference, religion, age, disability, etc.)