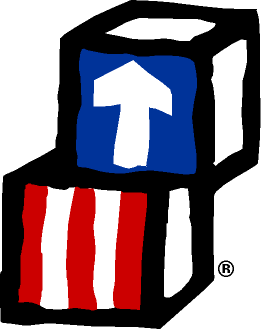


NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.

EARLY HEAD START/HEAD START/GSRP

NOTICE OF COMPLAINT REVIEW

As requested by you, a Complaint Review has been scheduled to be held on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The review will be held at:

(Day, Date) (Time)

Northwest Michigan Community Action Agency, Inc.

3241 Racquet Club Drive, Suite A

Traverse City, MI 49684

You have the right to attend the Complaint Review with an attorney, friend, or other representative who you would like present in order to provide additional supporting information. If you are a GSRP parent and are not satisfied with NMCAA's service, you can contact your local ISD office.

Also attached is an overview of the Head Start/GSRP Complaint Procedure for your better understanding of the process. If you have any questions, or if you change your mind and decide you no longer wish to pursue this matter, please contact me immediately at (989) 302-2812 or 1-800-632-7334.

Shannon Phelps

Early Childhood Programs Director

Northwest Michigan Community Action Agency, Inc.

3963 Three Mile Road \* Traverse City, MI 49686

231-947-3780 \* 1-800-632-7334

**Reference: Head Start Act Sec. 642(c)(1)(E)(iv)(X)(bb)**

4/21 P:\Head Start Files\ADMIN\Procedures manual\Miscellaneous\Complaint-2.doc