

**Newark Eligible Metropolitan Area (NEMA)
HIV Health Services Planning Council**

**Ryan White Part A Planning Council
Grievance Form**

Grievances may be filed against the Planning Council for the following deviations from policy:

- Deviations from an established, written priority-setting or resource-allocation process (for example, failure to follow established conflict of interest procedures), and
- Deviations from an established, written process for any subsequent changes to priorities or allocations.

The procedures that will govern the handling of this grievance are available online at

<https://www.nemaplanningcouncil.org/pc-forms-and-documents> .

If you wish to file a grievance with the Newark EMA Ryan White Part A Planning Council, this form must be completed, submitted, and received by the Project Manager within 30 days of the date of the alleged deviation. You will be contacted within ten (10) working days of the receipt of this form by the Project Manager. There is no administrative fee associated with filing this grievance.

When completed submit this grievance form to the Project Manager.

Address: **ATTN: NEMA PC SUPPORT STAFF
United Way of Greater Union County
33 West Grand Street Elizabeth, NJ 07206**

Name(s) of Person(s) filing grievance: _____

Address: _____

Telephone Number (daytime): _____

Date of alleged deviation from established policy: _____

Which policy was allegedly deviated from? _____

Describe in detail the alleged deviation, including how you were directly affected and what remedy you seek: (Add additional pages as needed)
