



# Complaint Form

## Grievance/Appeal

Complaints may be made in writing, by phone or in person with Customer Service staff.

If you want to discuss a **Complaint**, please contact the **Customer Service**:

- ☐ by emailing: customerservice@ceicmh.org
- ☐ by phone: (517) 346-8244
- ☐ in-person: 812 E. Jolly Road Suite 108, Lansing MI 48910

<b>Consumer Information</b>		Client ID:
Name:		Date of Birth:
Phone:	Address:	
<b>Person completing the form (if different than the consumer):</b>		
Name:		
Phone:	Address:	

**What is the complaint?**

- ☐ See attached documentation (optional)

**What do you think should be done to resolve the complaint?**

- ☐ See attached documentation (optional)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail to: 812 E. Jolly Rd. Suite 108, Lansing, MI 48910

Fax: (517) 237-7276