



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

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