



# Kenora Association for Community Living

A Meaningful and Satisfying Life

## KACL Feedback and Complaints Form

Your Name: (please print)	
Your Address:	
Date:	
To: (Staff, Supervisor, Director, etc.)	

I am concerned about the following:

I feel that a meeting,

is necessary

is not necessary

so I may talk about my concerns and work with you to resolve them.

Yours truly,

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(Your Signature)

Note:

(a) You can either use this form or write your own letter, including the required information as indicated above.

(b) It is suggested that you keep a copy of your correspondence for yourself.

We want to know!

We're striving to provide our services in a manner which best meets the needs of the individual.

If you have any questions or concerns about the quality of the service we are providing, please get in touch with us. Ask your Case Manager for a copy of our Feedback & Complaints Policy and form. You can also get copies at any of our program offices, or on the KACL website.

If we're doing okay, we also want to know.  
It is important for us to respond because it is important to you.

Thank you.

*The Staff and the Board of the Kenora Association for Community Living*

This form can be given to your Case Manager, or dropped off at any program office of KACL. Or you may send it to the Kenora Association for Community Living at the address listed on the first page.