#### Shelter, Support & **Housing Administration**

Addresses complaints about City-funded shelters 416-392-8741 ssha@toronto.ca

#### **Office of the Ombudsman**

Addresses complaints 416-392-7062 TTY 416-392-7100 ombuds@toronto.ca

## **HOW TO MAKE A COMPLAINT**

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Document your thoughts or complaint so that you don't forget important details. Be specific about how you want to resolve the problem.

#### 2 Make Your Complaint

Follow your shelter's complaints process and try to resolve your complaint with the help of shelter staff. If you need assistance completing any forms, ask shelter staff for help.

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#### **3 Follow-up and Appeals**

If you are not satisfied with how your complaint was addressed by the shelter staff, escalate your complaint to a supervisory or management staff at the shelter.

If you are still unsatisfied with how your complaint was handled by supervisory or management staff at the shelter, contact Shelter, Support & Housing Administration for further assistance.

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