**24:14:03:01.01.  Complaint.** A complaint is a written signed statement by an individual or organization including an individual or organization from another state containing a statement that the department, a public agency, or a nonpublic service provider has violated a requirement of federal or state statutes, rules, or regulations that apply to a program and a statement of the facts on which the complaint is based.

 The complaint must allege a violation that occurred not more than one year before the date the complaint is received by the department. The written signed statement shall also include:

 (1)  The signature and contact information for the complainant; and

 (2)  If alleging violations with respect to a specific child:

 (a)  The name and address of the residence of the child;

 (b)  The name of the early intervention service provider serving the child;

 (c)  A description of the nature of the problem of the child, including facts related to the problem; and

 (d)  A proposed resolution of the problem to the extent known and available to the party at the time the complaint is filed.

 **Source:** 26 SDR 153, effective May 22, 2000; 35 SDR 82, effective October 22, 2008.

 **General Authority:** SDCL 13-37-1.1.

 **Law Implemented:** SDCL 13-1-23, 13-14-1, 13-37-1.1.