

# Southwest Wisconsin Workforce Development Board

## Participant Complaint, Grievance, and Appeal Procedure Acknowledgement



SWWDB has established its complaint, grievance, and appeal process, to ensure due process and provide a methodology for the timely and impartial investigation and review of the issues, and to ensure that the rights of the complainant are properly recognized and protected.

A **grievance (non-discrimination complaints)** is a complaint about services, working conditions, wages, work assignment, etc., arising in connection with WIOA programs operated by WIOA recipients including service providers, eligible training providers, and other contractors.

**Grievances / Non-Discrimination complaints must be filed within one year after the alleged WIOA violation took place.**

For more information on the grievance process, a person may talk to their Case Manager or Job Center Complaint Coordinator.

Jimmy Watson, Complaint Coordinator – 1717 Center Ave. Janesville, WI 53546 – Phone: 608.314.3300 (#309) – Wisconsin Relay Service: #7-1-1 - Email: [j.watson@swwdb.org](mailto:j.watson@swwdb.org) – Fax: 608.741.3528

**The steps involved in the grievance process are summarized below.**

- **Step 1** – Informal Resolution – You must first try to resolve the grievance informally through a discussion with the staff member or a representative of program operator.
- **Step 2** – Organizational Resolution – If the grievance is not resolved, within five (5) days after the Step 1 meeting, you may submit a formal grievance using the SWWDB Grievance Information Form (Form E-110-A). A representative of the organization will meet with you within three (3) days to hear the grievance. Following the hearing, the organization will render a written decision within two (2) days.
- **Step 3** – SWWDB Resolution – If your grievance is not resolved in Step 2, you may file an appeal, in writing, to SWWDB within three (3) days of receiving the Step 2 decision. Again, use the SWWDB Grievance Information Form (Form E-110-A). Within five (5) days of receipt of your appeal request, the SWWDB Complaint Coordinator will hold an appeal hearing –
- **Step 4** – SWWDB Executive Committee Appeal – Either party may appeal the Step 3 decision to the SWWDB Executive Committee within three (3) days after receiving the Step 3 decision. Use the SWWDB Grievance Information Form (Form E-110-A) to request an appeal. The Executive Committee will conduct an appeal hearing within ten (10) days. Following the hearing the decision of the Executive Committee will communicate its decision to all parties in writing within five (5) days.
- **Step 5** – Department of Workforce Development (DWD) Appeal – Either party may appeal the Step 4 decision to DWD within ten (10) days of receipt of the Step 4 decision or if no Step 4 response is received after 15 days following the hearing.

Requests for a DWD appeal should be addressed to the Division Administrator, Department of Workforce Development/Division of Employment and Training, 201 E. Washington Avenue, Post Office Box 7972, Madison, WI 53707-7946.

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A **complaint** is an allegation of discrimination on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or participation in the program, and is covered by the nondiscrimination and equal opportunity provisions at 29 CFR 38. An allegation of retaliation, intimidation or reprisal for taking action or participating in any action to secure rights protected under WIOA will be processed as a **complainant**.

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

If you think you have been subjected to discrimination under a WIOA Title I- financially assisted program or activity, **you may file a complaint.**

**Complaints alleging discrimination must be filed within 180 days of when an incident happens.**

The complainant may use the CRC's Complaint Information and Privacy Act Consent Form (CIF) with filing your complaint at any level. The form is available at the following link: <http://www.dol.gov/oasam/programs/crc/DL1-2014a-English.pdf>

Reasonable Accommodations: Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities or individuals with limited English proficiency (LEP) are as effective as communications with others. This means that, upon request and at no cost to the individual, SWWDB will provide appropriate auxiliary aids and services to qualified individuals with disabilities or LEP.

**Discrimination complaints may be filed at the local, state or federal level.**

**Local Level:** Southwest Wisconsin Workforce Development Board (SWWDB) Equal Opportunity Officer: Ryan Schomber – 1717 Center Ave. – Janesville, WI 53546 - Email: [r.schomber@swwdb.org](mailto:r.schomber@swwdb.org) – Faxed: (608) 741-3528 – Phone: (608) 314-3300 (#303) – Wisconsin Relay Service: #7-1-1

**State Level:** Susana Vazquez Garcia, Equal Opportunity Officer Wisconsin Department of Workforce Development Address: 201 East Washington Avenue, Rm E100 - PO Box 7972 Madison WI 54307-7972 – Email: [Susana.vazquezgarcia@dwd.wisconsin.gov](mailto:Susana.vazquezgarcia@dwd.wisconsin.gov) - Phone: (608) 271-8094 / VOIP (608) 405-4067 - Fax: (608) 267-0330

**Federal Level:** Sent by postal mail to: Director Civil Rights Center (CRC) ATTENTION: Office of External Enforcement U.S. Department of Labor 200 Constitution Avenue - NW Room N-4123 Washington, DC 20210 Faxed: (202) 693-6505, ATTENTION: Office of External Enforcement (limit of 15 pages) - Email: to [CRCExternalComplaints@dol.gov](mailto:CRCExternalComplaints@dol.gov)

*If you file your complaint with the local or state level, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).*

*If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.*

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Please sign below to acknowledge your understanding of the information contained in this notice. A copy of this notice will be placed in your case file to certify that the complaint, grievance, and appeal process has been explained to you.

\_\_\_\_\_  
**Participant's Signature** (Parent/Guardian if applicant is under 18 years of age)

**Date**    Mo    /    Day    /    Year

*Southwest Wisconsin Workforce Development Board is an Equal Opportunity Employer/Service Provider.*

*Auxiliary Aids and services are available upon request to individuals with disabilities. If you need this printed material interpreted to a language you understand or in a different format, or need assistance in using this service, please contact:  
Ryan Schomber / 608-314-3300 (#303) / [r.schomber@swwdb.org](mailto:r.schomber@swwdb.org)*

*Deaf, hearing or speech impaired callers may reach us by the Wisconsin Relay number 711.*

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