

EQUAL OPPORTUNITY GRIEVANCE PROCEDURES

Santa Ana Workforce Development Board

It is against the law for this recipient of federal financial assistance to discriminate on the following basis: *Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and Against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I-financially assisted program or activity.*

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

The Santa Ana Workforce Development Board: Jennifer Sommers, Equal Opportunity Officer, City of Santa Ana, 20 Civic Center Plaza M-24 , Santa Ana, CA 92701 (714) 647-5348, TDD/TTY (714) 656-2669.

The Civil Rights Center (CRC): U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

How to File Your Complaint:

Complaints must be in writing, or representative may file it on your behalf. Have it signed and sworn to before a notary public, if possible. Include your name, address, or other means of contacting you.

Provide details that tell what happened, where it happened, and when it happened. Give the name and addresses of all persons who were present or who had anything to do with the matter.

Complaints on the basis of race, color, or national origin, age, disability, sex, religion, political affiliation or belief, retaliation and citizenship, must be filed within 180 days of the alleged occurrence directly with the Santa Ana Workforce Development Board:

Jennifer Sommers, Equal Opportunity Officer
City of Santa Ana 20 Civic Center Plaza M-24
Santa Ana, CA 92701
(714) 647-5348

The WIOA administrative entity shall issue a written decision within 30 days of the filing of the complaint. If you file your complaint with the Santa Ana Workforce Development Board, you must wait until a written Notice of Final Action is issued before filing with the Civil Rights Center or until 90 days have passed (whichever is sooner). If the Santa Ana Workforce Development Board 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:

Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123,
Washington, DC 20210

If the Santa Ana Workforce Development Board does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the Santa Ana Workforce Development Board to issue that Notice before filing a complaint with CRC. 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).

Our organization prohibits retaliation or reprisal against an individual that has filed a grievance against the W/O/R/K Center or the Workforce Development Board.

I have read the W/O/R/K Center’s policy regarding the Equal Opportunity Law and the Non-discrimination Law.

I understand the procedures I must follow when filing a complaint against the Santa Ana W/O/R/K Center or the Santa Ana Workforce Development Board.

Participant Signature

Date

Parent/Guardian Signature

Date