

Fresno Regional Workforce Development Board Program Complaint Form

Please print or type all information. If you require assistance in filing out this form, please ask for help from any Workforce Connection staff or contact the Fresno Regional Workforce Development Board at 559-490-7100.

The individual named below requests resolution of this complaint by (check one):

Low Level Resolution

Informal Conference

FULL NAME OF COMPLAINANT: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

DAYTIME PHONE NUMBER: _____

FULL NAME OF RESPONDENT: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER of RESPONDENT _____

NATURE OF COMPLAINT: ADMINISTRATION OF WIOA TITLE I PROGRAM
 OTHER (describe):

DATE(S) OF ALLEGED VIOLATION(S): _____

State concisely the facts you contend that constitute your complaint or grievance (attach additional pages if needed):

If you know, state what law, regulation, rule, local policy, contract, or grant condition you believe has been violated:

What is the remedy that you are seeking?

Were you provided with a copy of the Fresno Regional Workforce Development Board Summary Program Complaint Procedure (Form# QUA-039)? YES NO

Are you limited in your understanding to read, write and verbally understand and/or communicate in the English language? YES NO

If YES, to the above, will you need an interpreter? YES NO

If YES, to the above, what language do you speak and understand? _____

Do you have any disability that you wish to request a reasonable accommodation for? YES NO

If YES, what reasonable accommodation are you requesting:

If an attorney or lay representative represents you, please state:

Full Name: _____

Mailing Address: _____

City, State, Zip: _____

Daytime Phone Number: _____

Signature of Complainant

Date

Signature of Parent/Guardian
(If Complainant is under 18 years of age)

Date

When completed, you may give this form to a member of the Workforce Connection staff or mail the form to:

Fresno Regional Workforce Development Board
Attention: Equal Opportunity Officer
2125 Kern Ave., Suite 208
Fresno, CA 93721