



**Upper Shore Workforce Investment Board**

PO Box 8, Wye Mills, MD 21679

410-822-1716

www.uswib.org

**COMPLAINT PROCEDURES: APPLICANT ACKNOWLEDGEMENT FORM**

*This form provides documentation that an applicant for Federal Workforce Investment Resources has been apprised of his/her rights to file a complaint or grievance.*

I have read and understand the Upper Shore Workforce Investment Board’s Complaint Procedure designed to protect the rights, privileges and prerogatives of Workforce Innovation and Opportunity Act applicants and those participating in Workforce Innovation and Opportunity Act programs. In addition, I understand I have the right to file directly, in writing, a discriminatory complaint with the Directorate of Civil Rights.

Because the Workforce Innovation and Opportunity Act is funded by the federal government, all applicants and participants are protected under Federal Law and statutes. In these procedures, explained is the specific right to file a discriminatory complaint with the Employment Officer designated by Chesapeake College. Chesapeake College is the designated entity who is responsive to equal opportunity and access for the Workforce Investment Program.

There shall be no reprisals against an applicant or participant for instituting or pursuing the resolution of a grievance or complaint, the applicant or participant and his/her selected representative shall be unimpeded and entirely free from interference, discrimination or coercion.

.....  
Applicant or Participant Signature

Date

I acknowledge that I, the customer, have received a copy of the Complaint Procedures.

**Address complaints to:** Employment Officer, Chesapeake College, P. O. Box 8, Wye Mills, MD 21679 or file complaints directly with The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue, N.W., Room N-4123, Washington, D.C. 20210.