



**FLORIDA DEPARTMENT OF EDUCATION
FARMWORKER CAREER DEVELOPMENT PROGRAM**

**South Florida State College
600 West College Drive
Avon Park, FL 33825
P: 863-784-7386**

COMPLAINT PROCEDURES

It is against the law for the 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, 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
- 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 recipient's Employment Relations Specialist, Local Project Address, or Director of Human Resources, South Florida State College
- the Adult Migrant Program and Services Unit, Florida Department of Education, 1313 N. Tampa Street, Room 103 Tampa, FL 33602, 813-224-1920
- the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210, Voice: 202-693-6502, TTY 202-693-6515, or email CivilRightsCenter@dol.gov

If you file your complaint with the recipient, you must wait until either the recipient issues a written Notice of Final Action or 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 do not have to wait for the recipient 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).

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.

Complaints should include:

- ☐ Your full name and address (you must keep the organization with whom you file your complaint advised of changes in your address, your name, or phone number)
- ☐ The names and addresses (if known) of other person(s) involved
- ☐ A clear and concise statement of the facts (with sufficient detail)
- ☐ A daytime telephone number where you may be reached

The above has been explained to me or read
by _____

Project Representative

on ____/____/____ and I have been offered a copy to retain.

Applicant Signature

Staff should complete this section, if this is about Applicant Eligibility

Is Applicant Eligible? ☐ Yes ☐ No Reason Ineligible:

- ☐ Above Income Guidelines
- ☐ Does not meet farmworker or dependent of a farmworker definition
- *☐ Does not meet eligibility for out-of-school youth criteria
- ☐ Is not authorized to work in the United States
- ☐ Is not registered for the draft

*Note: Applies when determining eligibility for WIOA Out-of-School Youth Program participants only.

SFSC Farmworker Career Development Program
863-784-7386

This institution is an equal opportunity provider, and employer.
Auxiliary aids and services are available upon request to individuals with disabilities.

Distribution: One to Applicant
One to Local File