



WORKFORCE INVESTMENT ACT  
**NOTICE OF RIGHTS RECEIPT**

You may file a written grievance or discrimination complaint that your rights were violated by the Workforce Investment Act (WIA) Title I financially assisted program activity.

The procedures for filing and processing a grievance are described in the attached WIA Grievance Procedure, and the procedures for filing and processing a discrimination complaint are described in the attached WIA Discrimination Complaint Procedure. Please note that the two procedures are separate and distinct.

**You must file within the specified time frames (one year for a grievance and 180 days for a discrimination complaint).**

If you have any questions regarding the filing of a grievance or discrimination complaint or the appropriate procedures to follow, you may contact the WIA Equal Opportunity Officer or the WIA Grievance officer for further assistance.

**In School Program**       **Out of School Program**

Program Name: \_\_\_\_\_

Project Director: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_

TTY/TDD/Etc.: \_\_\_\_\_ 1-800-662-1220 \_\_\_\_\_

The Department of Youth and Community Development is an equal opportunity employer / program.  
Auxiliary aids and services are available upon request to individuals with disabilities.

**WIA Equal Opportunity Officer:**

**Name:** Denise Pilgrim  
**Address:** 156 William Street, 2<sup>nd</sup> Floor  
NEW YORK, N.Y. 10038  
**Telephone #:** (212) 442-6022

**WIA Grievance Officer:**

**Name:** William Kamen  
**Address:** 156 William Street, 2nd Floor  
NEW YORK, N.Y. 10038  
**Telephone #:** (212) 442-5924

**OR**

**TTY/TDD/Etc.:** New York Telecommunications Relays  
1-800-662-1220 (TTY)  
1-800-421-1220 (Voice)

I have read this form and understand that I have a right to file a grievance or discrimination complaint if I feel that my rights were violated by the WIA Title I financially assisted program or activity.

I acknowledge receipt of copies of the following documents:

- (1) Workforce Investment Act Grievance Procedure, with attached Grievance Form;
- (2) Workforce Investment Act Discrimination Complaint Procedure, with attached Complaint Information Form and Consent Form; and
- (3) "Equal Opportunity is the Law" Poster

This information was provided in the following format/language:

- English     Spanish
- Other language – Specify \_\_\_\_\_
- Alternate Format – Specify \_\_\_\_\_

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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