



156 William Street
New York, NY 10038

800 246 4646 tel
212 442 9196 fax

www.nyc.gov/dvcd

ATTACHMENT A
WORKFORCE INVESTMENT ACT
NOTICE OF RIGHTS
ACKNOWLEDGEMENT

GRIEVANCE AND DISCRIMINATION COMPLAINT PROCEDURES

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** **SYEP**

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.



Government Information and Services for NYC

WIA Equal Opportunity Officer:

Name: Denise Pilgrim
Address: 156 William Street, 2nd 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 attached documents in addition to this Notice of Rights:

- (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: _____