

SELECT FULTON ECONOMIC DEVELOPMENT DEPARTMENT
WORKFORCE DEVELOPMENT DIVISION
WorkSource Fulton

**ACKNOWLEDGMENT OF THE WORKSOURCE FULTON
GENERAL COMPLAINT PROCEDURE FOR NON-DISCRIMINATION COMPLAINTS**

I have read and received a copy of the WorkSource Fulton General Complaint Procedure for non-discrimination complaints.

I understand my rights, and responsibilities in filing a complaint if I believe I have been subjected to discrimination under a WIOA Title I financially assisted program or activity offered by the Fulton County Workforce Development Division.

WorkSource Fulton is designed to provide the citizens of Fulton County with access to a continuum of services. I have been advised of my appeal rights and the methods to contact leadership of the Fulton County Workforce Development Division to file my concerns and/or complaints. I may request a General Complaint form for non-discrimination complaints and an envelope in which to submit the form from any staff.

SEND ALL GENERAL COMPLAINT FORMS FOR NON-DISCRIMINATION COMPLAINTS DIRECTLY TO THE ATTENTION OF:

Select Fulton Economic Development
Workforce Development Division
Workforce Innovation and Opportunity Act (WIOA)
Division Manager
141 Pryor Street, SW, Room 2052
Atlanta, GA 30303
(404) 612-8120

WIOA POINT OF CONTACT
Adamsville Resource Center
3700 Martin Luther King Jr. Dr., Suite 240
Atlanta, Georgia 30331
(404) 613-6381

TO APPEAL A DECISION MADE BY WORKSOURCE FULTON CONTACT:

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG)
OFFICE OF WORKFORCE DEVELOPMENT (OWD)
Mailing Address:
TCSG, Office of Workforce Development
Attn: Compliance Team
1800 Century Place, NE, Suite 150
Atlanta, Georgia 30345-4304

OWD online form:
<https://tcsgeu/wp-content/uploads/2018/10/TCSG-Grievance-Form.pdf>

UNITED STATES DEPARTMENT OF LABOR,
OFFICE OF INSPECTOR GENERAL
Mailing Address:
Attn: Hotline, Office of Inspector General U.S.
Department of Labor
200 Constitution Ave., NW
Room S-5506
Washington, D.C. 20210
Tel: 202-693-6999 or 1-800-347-3756

Complaint Form:
<https://www.oig.dol.gov/hotlinecontact.htm>

(Print Customer Name)

(Customer Signature)

(Date)

*"Fulton County WorkSource Georgia is an equal opportunity employer/program."
Citizens in need of reasonable accommodations due to a disability including communications in an alternative format should contact our office within five days of an event at (404) 613-6381. For Georgia Relay Access, dial 711*

ACKNOWLEDGMENT OF THE EQUAL EMPLOYMENT OPPORTUNITY LAW

It is against the law for this 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 (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or 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; or
- ☐ Making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

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:

- ☐ Equal Opportunity Officer, Diversity and Civil Rights Compliance Officer II, Office of Diversity and Civil Rights Compliance, Fulton County Government, 141 Pryor Street, SW, 5th Floor, Atlanta, Georgia 30303, Office: 404-612-8356, Email: Melissa.Cuthrell@fultoncountygga.gov
- ☐ The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210 or electronically as directed on the CRC Web site at www.dol.gov/crc.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 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 may file a complaint with CRC before receiving that Notice. 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.

**Select Fulton Economic Development Department
 WORKFORCE DEVELOPMENT DIVISION
 WORKSOURCE FULTON**



<p>Ms. Mellissa Cuthrell, EEO/ADA Officer Fulton County Office of Diversity and Civil Rights Compliance (DCRC) 141 Pryor Street 5th Floor, Suite 5030 Atlanta, Georgia 30303 Email: Melissa.Cuthrell@fultoncountyga.gov Main : 404-612-7417</p>	<p>TCSG OWD Compliance Director Technical College System of Georgia Office of Workforce Development 1800 Century Place, NE, Suite 150 Atlanta, Georgia 30345-4304 E-mail: wioacompliance@tcsge.edu</p>
<p>Director, Civil Rights Center, (CRC) US Department of Labor 200 Constitution Avenue, NW Room N4123 Washington, DC 20210</p>	

* Persons with Hearing Impairments may contact the Georgia Relay Center at 1.800.255.0056.

My signature below serves as acknowledgment that I have read and understand the information provided in this document. I understand my rights and responsibilities in filing a complaint if I believe I have been subjected to discrimination under a WIOA Title I financially assisted program or activity offered by the Fulton County Workforce Development Division. I understand I may contact any of the individuals indicated above regarding my discrimination complaint(s).

 (Print Customer Name)

 (Customer Signature)

 (Date)

*"Fulton County WorkSource Georgia is an equal opportunity employer/program."
 Citizens in need of reasonable accommodations due to a disability including communications in an alternative format should contact our office within five days of an event at (404) 613-6381. For Georgia Relay Access, dial 711*