



Equal Opportunity is the Law Notice

It is against the law for this recipient of Federal financial assistance, CareerSource North Central Florida, 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
- Any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (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 as a program or activity; or
- 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 may 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 any of the three agencies listed below:

CareerSource North Central Florida	Florida Commerce	U.S. Department of Labor
Jacqueline A. Chung Equal Opportunity Manager 12 SE 1st Street • Gainesville • FL • 32601 (352) 374-5275 (office) (352) 338-3205(fax)	Equal Opportunity Officer Office for Civil Rights (OCR) Attn: Jon Beilby, Senior Attorney Florida Department of Commerce Caldwell Building - MSC 150 107 East Madison Street Tallahassee, FL 32399-4129	The Director Civil Rights Center (CRC) U.S. Department of Labor 200 Constitution Avenue NW Room N-4123 Washington, DC 20210

If you file your complaint with the Office for Civil Rights (OCR), you must wait either until OCR 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 OCR 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 OCR 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 OCR).

If OCR gives 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.

Name (signature)

Date

CareerSource North Central Florida is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individual with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. Programs funded by CareerSource NCFL as a grantee of the U.S. Department of Labor. A proud partner of the American Job Center Network. Local Workforce Development Board Region 26.

Alachua - Gainesville | Phone (352) 955-2245 | Fax (352) 955-2332
Bradford - Starke | Phone (904) 964-8092 | Fax (904) 964-3969
Columbia - Lake City | Phone (386) 243-6647
Union - Lake Butler | Phone (904) 964-8092
Dixie - Old Town | Phone (352) 384-3343
Gilchrist - Trenton | Phone (352) 955-2245



Grievance and Complaint Form

As a participant of the CareerSource North Central Florida (CSNCFL) program, if you feel that your rights are being violated due to an act of discrimination based on race, color, sex, national origin, religion, marital status, disability, age, political affiliation or belief, beneficiaries only, or citizenship, you may file a complaint within 180 days of the alleged violation directly with any of the three agencies listed below:

CareerSource North Central Florida	Florida Commerce	U.S. Department of Labor
Jacqueline A. Chung Equal Opportunity Manager Equal Opportunity 12 SE 1 st Street Gainesville, FL 32601 (352)374-5275 (office) (352)338-3205(fax)	Equal Opportunity Officer Office of Civil Rights (OCR) Attn: Jon Beilby, Senior Attorney Florida Department of Commerce Caldwell Building - MSC 150 107 East Madison Street Tallahassee, FL 32399-4129 Equal Opportunity Officer	The Director Civil Rights Center (CRC) U.S. Department of Labor 200 Constitution Avenue NW RoomN-4123 Washington, DC 20210

If you have a problem that arose in connection with the programs operated in your area, you should take the following steps: 1) Discuss the matter with the staff member directly. If the problem is not resolved to your satisfaction, ask to speak with their Supervisor. 2) If, after discussion with the Supervisor, the issue is still not resolved to your satisfaction, call (352) 955-2245 and ask to be referred to the CSNCFL Program Manager and/or Director of Operations. 3) If the Program Manager and/or Director of Operations cannot resolve the issue, you will be given information about the process to file a formal grievance/complaint and to request a hearing on the issue. The filing of a grievance/complaint and request for hearing should be identified in writing and at the top of each page, e.g., REQUEST FOR HEARING. The grievance/complaint should not exceed five pages (not including exhibits and attachments) and should be sent to the CSNCFL QA Officer by certified mail to: Career Source North Central Florida, 1112 North Main Street, Gainesville, FL 32601.

Upon receipt of the grievance/complaint, you will be notified of the hearing date. An appeal may be filed at either the state or the federal level if a) the hearing or decision is not completed within 90 days; b) either party is dissatisfied with the decision; or c) if CSNCFL has been adversely affected by the decision.

As a participant enrolled with CareerSource North Central Florida, I certify that I have read the above statement and understand my rights and responsibilities as enumerated in the statement.

Participant Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

(If under age 18)

Staff Signature _____

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