



## WIOA Summary of Rights and Procedures

### RIGHTS

You have the right to file a complaint if you feel you have a complaint relating to your employment or training and will not be penalized for filing a complaint. Your complaint must contain sufficient information for us to determine who is authorized to handle the complaint.

### FILING A COMPLAINT

To file a complaint, contact a local staff person and tell them that you want to file a complaint. Local staff will provide you with the necessary information and assistance to put your complaint in writing. Within 25 days of filing the complaint, a solution will be offered to resolve the matter. If you feel that your complaint is not resolved during this initial resolution effort, a hearing will be scheduled.

### INFORMATION REGARDING HEARINGS

A hearing will be provided within 60 days of the receipt of a complaint unless the complaint is resolved prior to the hearing date. The following information will be provided to you prior to the hearing date:

- The date of the notice, the name of the complainant, and the name of the party against whom the complaint is filed.
- The date, time, and place of the hearing.
- A statement of the alleged violations.
- The name, address, and telephone number of the contact person issuing the notice.

### DECISION AND APPEAL PROCESS

A hearing decision will be provided within 60 days of filing your complaint unless the complaint is resolved without a hearing. If you are not satisfied with the final decision, or if a decision has not been reached within the 60-day timeframe, you may send a written and signed notice of appeal via email or mail to:

[ESDGPStateComplaintOfficer@esd.wa.gov](mailto:ESDGPStateComplaintOfficer@esd.wa.gov)

or

Attention: Complaint Officer  
Employment Security Department  
PO Box 9046  
Olympia, WA 98507-9046

\_\_\_\_\_  
*Applicant Name*

\_\_\_\_\_  
*Date*

*The Benton-Franklin Workforce Development Council an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.  
Washington Relay Service 711.*

Updated on 3/14/22-CG