

Discrimination Complaint Log Instructions

Column	Category	Instrucitons
B	Date of Complaint	Format: MM/DD/YY
C	Name of Complainant	Complete name of individual filing complaint.
D	Address of Complainant	Complete address of complainant.
E	Phone Number	Complainant's phone number
F	Status of Complainant	*Employee *WIOA Participant *Applicant Service *Provider
G	WIOA-Funded Program	For complaints involving one or more of the programs listed below that receive financial assistance from DOL, enter the letters designating the program(s). * Program authorized under WIOA Title I (WIOA) * Employment Services Program (ES) * Unemployment Insurance Program (UI) * Trade Adjustment Act Program (TAA) *Adult Education Learning (AEL)
H	Date of the Alleged Discriminatory Incident	Date of the last allegedly discriminatory incident. Format: MM/DD/YY.
I	Grounds/Bases of Complaint	Enter grounds (bases) of discrimination alleged in complaint: race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship, or participation in any WIOA Title I-financially assisted program or activity. See 29 CFR 38.5. Examples: sex (F); race (White); national origin(Arab).
J	Description/Issue of Complaint	Enter a brief description of the allegedly discriminatory conduct. Examples: denial of training; racial slurs; sexual harassment; denial of services; hostile work environment.
K	Name of Respondent (person /entity)	The person or entity alleged to have committed the discriminatory act, or to be responsible for the alleged discrimination. Identify the Respondent. If a person, provide that person's name, if known, or position. If an entity, provide the entity's title.
L	Dispositon	Enter a description of the disposition of the complaint (the outcome of the complaint processing procedure). Examples: Settled; Resolved; No Probable Cause; Withdrawn, etc.
M	Date of Dispositon	Enter date of the disposition described in Column K (Disposition). Format: MM/DD/YY.
N	Alternative Dispute Resolution (ADR)?	Enter "Yes" if complaint was processed utilizing an Alternative Dispute Resolution (ADR) procedure, or "No" if not.