

Any party wishing to file a complaint, must do so **within 180 days** of the alleged violation by completing the *Unified Complaint Information Form**.

<u>Programmatic Complaints:</u>	<u>Discrimination Complaints:</u>
Within 10 Days of receipt of the complaint, the LWDA EO Coordinator will provide written acknowledgement to all affected parties.	Within 24 Hours of when a complaint is given, it is forwarded to the State level. All discrimination complaints are handled at the State level.
Within 60 Days of receipt of the complaint, the LWDA EO Coordinator issues a written Notice of Final Action. - Informal resolution is allowed.	Within 90 Days of receipt, the State-level EO Officer issues a written Notice of Final Action. - Informal resolution is NOT allowed.
If the complainant doesn't receive a Notice or disagrees with the Notice, they can file an appeal with the State-level EO Officer within 15 Days . - The State-level EO Officer will not investigate until the 60-day period ends AND the complainant files an appeal.	OR If the State-level EO Officer does not have jurisdiction (authority) to handle the complaint, within 5 days of the complaint, the State-level EO Officer will notify the complainant. - The complainant may submit their complaint within permitted timeframes through a complaint system that does have jurisdiction.
Within 10 Days of receipt of the appeal, the State-level EO Officer will provide written acknowledgement to all affected parties.	If either party doesn't receive a Notice or disagrees with the Notice, they can file an appeal with the CRC within 30 days .
Within 60 Days of the appeal, the State-level EO Officer issues a written Notice of Final Action.	- The CRC Director may extend time limits for good cause.
If the complainant doesn't receive a Notice or disagrees with the Notice, they can file an appeal with the U.S. Secretary of Labor within 60 days .	
Within 120 Days of receiving the State-level decision appeal, the Secretary will make a final decision.	

* The Unified Complaint Information Form is available online: <https://scworks.org/about-us/legal>.