



Discrimination Complaint Procedures

If you believe you have experienced discrimination in your Workforce Innovation & Opportunity Act (WIOA) program, activity or service, you may file a complaint using the following process.

1. Ask to speak with a Workforce Development Department (WDD) Supervisor within 90 days of the day the incident occurred.
 - A supervisor will contact you within three (3) business days to discuss your complaint or grievance
 - If you are not satisfied with the decision, go to Step 2
2. Ask to speak with a WDD Manager about your complaint.
 - A manager will contact you within three (3) business days
 - If you are not satisfied with the decision, go to step 3
3. Ask to speak to the Equal Opportunity Officer of WDD about the incident.
 - The EEO will contact you within seven (7) business days of the day you spoke with the WDD Manager about the incident
 - If you are not satisfied with this decision, go to Step 4
4. Obtain the "Discrimination Complaint Information Form 190" at any America's Job Center of California. Send the completed form to:

Fred Burks, Equal Opportunity Officer
San Bernardino County Workforce Development
290 North 'D' Street, Suite 600
San Bernardino, CA 92415-0046

The Equal Opportunity Officer must receive your written complaint no later than 180 days from the date you believe the discrimination happened.

For technical assistance with filing your complaint, contact the Equal Opportunity Officer at (909) 387-9845. TTY users can contact the Equal Opportunity Officer through the California Relay service (711). For federal funding disclosure information, visit Workforce.SBCounty.gov/about/ffd/.