



**FORMAL
GRIEVANCE NOTIFICATION FORM**

All formal grievances must comply with appropriate format and must include the following:

1. Name, address, and telephone number of the person(s) or organization against whom the complaint is made.

2. Complainant's name, address, and telephone number.

3. Date the grievance is filed. _____

4. Basis of the Grievance. When known, please cite the appropriate section of the Workforce Innovation and Opportunity Act (WIOA). If possible, stipulate the actual violations or breaches of the program.

5. Give a specific remedy that would correct the violation you have claimed.

Grievance must be signed by the complainant:

_____ **Complainant's Signature**

_____ **Date**