

Career Center Grievance / Complaint Log

Career Center: _____	Fiscal Year: _____
Complaint Officer: _____	Quarter Ending: _____

Complaint Number	Date Filed	Complainant Name	Respondent Name	Type				MSFW	Status of Complaint				Comments (add pages as needed)	Resolved						
				1	2	3	4		1	2	3	4		1	2	3	4			
				1	2	3	4	YES	1	2	3	4					1	2	3	4
				5	6	7		NO	5	6	7						5	6	7	
				1	2	3	4	YES	1	2	3	4					1	2	3	4
				5	6	7		NO	5	6	7						5	6	7	
				1	2	3	4	YES	1	2	3	4					1	2	3	4
				5	6	7		NO	5	6	7						5	6	7	
				1	2	3	4	YES	1	2	3	4					1	2	3	4
				5	6	7		NO	5	6	7						5	6	7	
				1	2	3	4	YES	1	2	3	4					1	2	3	4
				5	6	7		NO	5	6	7						5	6	7	
				1	2	3	4	YES	1	2	3	4					1	2	3	4
				5	6	7		NO	5	6	7						5	6	7	
				1	2	3	4	YES	1	2	3	4					1	2	3	4
				5	6	7		NO	5	6	7						5	6	7	

CAREER CENTER COMPLAINT LOG INSTRUCTIONS

Complaint Number: Last two digits of Fiscal Year + consecutive 3 digit ID number. (Example, first complaint of FY2004 will be: **04-001**, the next **04-002**)

Type: Highlight the numeric identifier to indicate that complaint is related to: **1** Career Center Service; **2** Non-Career; **3** Employer; **4** Training; **5** Crime, Fraud, Waste; **6** Discrimination; **7** Apparent Violation

MSFW: If complaint is filed by a Migrant/Seasonal Farm Worker highlight **YES**, if not, highlight **NO** (response must be entered, do not leave blank)

Status of Complaint: Highlight the numeric identifier to indicate: **1** in process, local; **2** Info Request, local; **3** In-process, State; **4** Info Request, State; **5** Hearing; **6** Enforcement Agency; **7** Appeal to USDOL Regional Administrator

The appropriate status identifier should be circled on a timely basis as the complaint reaches each new status level.

Resolved: Highlight the numeric identifier to indicate: **1** Local Level; **2** State Level; **3** Hearing Level; **4** Enforcement Agency; **5** Did Not Appeal; **6** Fail to Respond; **7** USDOL Regional Administrator