

Procedures for Corrective Actions and Sanctions
Appendix B

Notice to Show Cause

IN THE MATTER OF:

(NAME AND ADDRESS OF RECIPIENT)

Recipient.

NOTICE TO SHOW CAUSE

You meet the definition of “recipient” under 29 C.F.R. § 38.4 of the regulations implementing Section 188 of the Workforce Innovation and Opportunity Act (WIOA). As a result, you are obliged under Federal law to ensure nondiscrimination and equal opportunity in our WIOA-assisted programs and activities on the bases of race, color, national origin (including serving limited English proficient persons, age, gender (including sexual orientation, pregnancy, and gender identity), political affiliation, citizenship, disability, WIOA-participant status. I am the designated Equal Opportunity (EO) Officer for our service delivery area. In that capacity, I am charged with conducting discrimination complaint investigations, monitoring, and compliance reviews to ensure our obligations under WIOA Section 188 are satisfied. On [REDACTED], I requested access to [REDACTED]. My request for access was denied. This “Notice to Show Cause” is being issued because of your failure to:

[REDACTED] Provide me with data, records, or other information as follows: [REDACTED]

[REDACTED] Properly collect, maintain, and/or store data, records, or other information as follows: [REDACTED]

[REDACTED] Provide me with physical access to your premises, records (including participant files), or employees as follows: [REDACTED]

Within fifteen (15) calendar days of the date of issuance of this Notice, you are directed to take the following corrective actions:

[REDACTED]

Within thirty (30) calendar days of the date of issuance of this Notice, you must provide a written response to me that either sets forth: (1) your commitment to take the corrective actions by a specified date; or (2) any opposing facts and evidence you believe supports a contrary position. Failure to timely file a response, or if facts or evidence submitted by you do not resolve the cited violations, I will issue a “Final Determination: Sanctions,” which shall provide for suspension or termination of your funding in addition to any other remedies allowed by law.

Equal Opportunity Officer
(contact information)

Date Issued: [REDACTED]