**Discrimination Complaint Procedures**

**Appendix E**

**Notice of acceptance template**

**NOTICE OF ACCEPTANCE**

[date]

[to both the Complainant and Respondent]

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

The parties are notified that I have accepted a complaint of discrimination filed by (name of Complainant), the Complainant, against (name of Respondent(s)/Recipient(s))(Respondent). The complaint of discrimination at issue is dated (insert date of receipt of complaint).

**I**

**Authority**

I have authority to investigate and determine complaints of discrimination arising under the following statutes and their implementing regulations: (1) Title VI of the Civil Rights Act of 1964, as amended; (2) Section 504 of the Rehabilitation Act of 1973, as amended; (3) Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA); (4) Title II of the Americans with Disabilities Act (ADA) and the Americans With Disabilities Amendments Act (ADAAA); (5) Title IX of the Education Amendments of 1972, as amended; and (6) the Age Discrimination Act of 1975.

As a whole, these statutes bar discrimination on the “basis” of race, color, national origin, religion, age, sex, disability, citizenship, political affiliation or belief, and/or status as a WIOA participant in programs funded, in part or in whole, by the U.S. Department of Labor.

In order to have authority to investigate this complaint, it must comply with the following basic federal requirements. Upon review of the complaint, I find that all of the basic federal requirements are met with regard to allegations against Respondent.

**II**

**Issues accepted for investigation**

I will conduct an investigation of the following issue and render a final determination on the merits of the issue:

[statement of issue accepted for investigation]

**III**

**Interrogatories and document production requests**

Questions, also known as interrogatories, have been attached for each party to complete. The deadline for submission of your responses is (insert due date for responses). The Complainant is advised that a failure to respond to interrogatories directed to you may result in the dismissal of your complaint of discrimination. The Respondent is advised that a failure to respond to interrogatories directed to you may result in a finding of discrimination.

Each party may also submit a position statement. Position statements from each party is due on or before (insert due date for position statement), with a copy to be served on the opposing party on the same date. If the Respondent submits a position statement, then the Complainant shall be afforded the opportunity to submit a response. The Complainant’s response (also known as a rebuttal) must be submitted to the undersigned on or before (insert due date for rebuttal).

Our office will conduct an interviews of both parties either in-person or by mail, electronic mail, or telephone and may also interview any identified witnesses.

**IV**

**Right to representation**

Please be advised that, pursuant to 29 C.F.R. § 38.71, “[b]oth the complainant and respondent have the right to be represented by an attorney or other individual of their choice.” 29 C.F.R. § 38.71. Securing representation for this complaint process is not required, but is permitted.

**V**

**Opportunity for mediation**

You are notified that, pursuant to 29 C.F.R. § 38.85, you may choose to participate in alternative dispute resolution, (*i.e.,* mediate this discrimination complaint). The mediation process is voluntary and both parties must consent before the mediation process will proceed. If you would like to try mediation of this complaint, you should submit a request in writing to the undersigned investigator. Mediation is facilitated by a third-party neutral, not the undersigned. If you elect mediation, this agency will continue to investigate and process the complaint during the mediation process. If the complaint is not resolved through mediation, then the undersigned will issue a Notice of Final Action resolving the issues.

If you have any questions, or need clarification, please feel free to contact me.

Respectfully,

/s/

[name and title of investigator]

**NOTICE OF COMPLAINANT’S RIGHTS:** You are notified that, if a Notice of Final Action has **not** been issued by this agency within 90 days of the date on which your complaint was filed, then you (or your authorized representative) may file a complaint with the Director of the Civil Rights Center, U.S. Department of Labor, 200 Constitution Avenue, NW, Washington, DC 20210. The complaint must be filed with the Director within 30 days of the date you receive a Notice of Final Action in this matter, or within 30 days of the expiration of the above-stated 90 day period (*i.e.,* 120 days of the date of the complaint you filed in this matter), whichever is earlier.

**ACCOMMODATION REQUESTS**

Auxiliary aids and services are available upon request, at no cost, to individuals with disabilities. To request accommodations, contact [insert EO Officer’s name and contact information].

**BABEL NOTICE (29 C.F.R. § 38.9(g)(3)):**

This document contains vital information. If English is not your preferred language, contact [insert EO Officer’s name and contact information] to obtain translation and/or interpretation services for the content of this document.