



**Employment Services Complaint System Log**

Program Year Starting: \_\_\_\_\_

Quarter: 1 (July-September) 2 (October–December)

Career Center: \_\_\_\_\_

3 (January-March) 4 (April-June)

Location: \_\_\_\_\_

Total number of complaints: \_\_\_\_\_

Date	Complainant	Respondent	Type of Complaint			Migrant Seasonal Farmworker	Action
			ES Complaint	Employment- Related Law	Apparent Violation		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Instructions:**

- Enter the program year in the "Program Year Starting" field (each program year starts on July 1).
- Check the box of the quarter for which you are submitting the log.
- Enter the Career Center name and location in the corresponding fields.
- Enter the total number of complaints received in the quarter for which you are submitting the log in the "Total number of complaints" field.

## In the table:

- Enter the date the complaint was received in the "Date" column.
- Enter the complainant's (individual(s) filing the complaint) first and last name in the "Complainant" column.
- Enter the business, agency, etc., name against which the complaint is being filed in the "Respondent" column.
- Check appropriate complaint type box.
  - If the complaint is regarding both Employment Services and Employment-Related Law, check both boxes.
  - If you are documenting a complaint that is an Apparent Violation, a complainant name is not required.
- Check the Migrant Seasonal Farm Worker box if that describes the complainant.
- In the "Action" field, describe the action you took regarding the complaint (for example: referred to SMA, referred to WHD).
- If you resolved the complaint, note the action you took to resolve it in the "Action" field.