**Grievance Procedure**
As a participant in the Youth Apprenticeship (YA) Program if you have a complaint first attempt to resolve the issue by communicating with your work-site supervisor and/or in-school YA Coordinator. If the complaint is resolved, no further steps will need to be taken.

However, if the issue is not resolved, effort to complete the following steps should be taken. As necessary, a formal grievance complaint form shall be submitted describing in as much detail as possible the details of the situation.

<table>
<thead>
<tr>
<th>Work-site Supervisor</th>
<th>In-school YA Coordinator</th>
<th>YA Regional Coordinator</th>
<th>YA Steering Committee</th>
<th>DWD-Equal Rights Division</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>CEP, Inc (715) 682-9141</td>
<td>P.O. Box 616 Ashland, WI 54806</td>
<td>(608) 266-6860</td>
</tr>
</tbody>
</table>
# Grievance Form

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>School Attending:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worksite:</td>
<td>Worksite Supervisor:</td>
</tr>
<tr>
<td>Contact Information: Phone-</td>
<td>Address-</td>
</tr>
</tbody>
</table>

Please explain (including dates, times, individuals involved etc.) the concern you are having. Attach additional sheets if necessary.

_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________

Please detail steps already taken to resolve the issue:

_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________

Why do you feel the issue has not been resolved to your satisfaction?

_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________

Send this form to:
CEP, Inc.
C/O YA Steering Committee
P.O. Box 616
Ashland, WI 54806