

Discrimination Complaint Process

Filing a complaint

If someone believes they have suffered from discrimination under an Idaho Division of Career Technical Education (IDCTE) program, they may contact the IDCTE Federal and Related Programs Coordinator to seek informal resolution. If the matter cannot be resolved informally, the following steps will be followed:

- Within 180 days of the alleged discrimination, complainants may submit a written or verbal complaint to the Federal and Related Programs Coordinator. Complaints must include the complainant's name, the nature of the complaint, the dates of the complaint, requested action, and contact information. Complaint forms are available in English and Spanish.
- The Federal and Related Programs Coordinator will review the complaint and may solicit additional information from the complainant as needed. If additional information is requested and not received, the case may be closed. The case may also be closed if the complainant no longer wishes to pursue their case.
- If the complaint is outside the jurisdiction of IDCTE, the complainant will be notified of the name and contact information for the appropriate agency with jurisdiction, if known.

Complaint process

If the complaint is within the jurisdiction of IDCTE, or informal resolution was not possible, it will be promptly and impartially investigated. IDCTE's goal is to address complaints within 60 days of receipt, though the time to carefully investigate complaints may be longer depending on the nature of the complaint and complexity of the issue.

Preliminary inquiry:

IDCTE will conduct a preliminary inquiry to determine the need for further investigation.

- IDCTE will notify the complainant in writing that a preliminary inquiry is underway to determine the need for further investigation.
- If the preliminary inquiry by IDCTE indicates that an investigation is warranted, the complainant will be notified in writing and an interview will be scheduled.
- If the preliminary inquiry indicates an investigation is not warranted, the complainant will be notified in writing of the reasons why and factors considered.

Complaint investigation:

- Complaints warranting further investigation will be promptly and impartially processed by the IDCTE Federal and Related Programs Coordinator. The results of the investigation will be provided to the IDCTE Director of Program Services for review.
- The complainant will be notified in writing of the results of the investigation and what actions will be/have been taken in response and a timeline to request review.

How to file a civil rights discrimination complaint

Complaint requirements

Your complaint must:

- Be filed in writing by mail, email, or online submission, using the [IDCTE Discrimination Complaint Form](#).

- Name the federal funds service provider involved, and describe the acts or omissions you believe violated civil rights laws or regulations.
- Be filed within 180 days of when you knew that the act or omission occurred. IDCTE may extend the 180-day period if you can show good cause.

File a civil rights discrimination complaint online

Fill out the online form. Complete as much information as possible, including:

- Information about you, the complainant.
- Details of the complaint.
- Any additional information that might help IDCTE when reviewing your complaint.

You will electronically [sign the complaint and complete the consent form](#). After completing the consent form you may print copy for your records.

File a civil rights discrimination complaint by mail or email

For faster processing IDCTE strongly encourages you to use the online form to file complaints rather than filing via mail or email.

If submitting by mail, complete the [Civil Rights Discrimination Complaint Form package](#).

You may either:

Print and mail the completed complaint and consent form to:

U.S. mail:

Idaho Division of Career Technical Education
ATTN: Federal and Related Programs Coordinator
650 W. State St., Suite 324
Boise, ID 83702-5936

Or email the completed complaint and consent forms to:

ATTN: Federal and Related Programs Coordinator
civilrights@cte.idaho.gov

You do not need to sign the complaint and consent forms when you submit them by email because submission by email represents your signature. (Please note that communication by unencrypted email presents a risk that personally identifiable information contained in such an email, may be intercepted by unauthorized third parties.)

File a complaint without the Civil Rights Discrimination Complaint Form package

If you prefer, you may submit a written complaint in your own format by either:

Mail the written complaint to:

U.S. mail:

Idaho Division of Career Technical Education
ATTN: Federal and Related Programs Coordinator
650 W. State St., Suite 324
Boise, ID 83702-5936
Email to civilrights@cte.idaho.gov

Be sure to include:

- Your name.

- Full address.
- Telephone numbers (include area code).
- Email address (if available).
- Name, full address and telephone number of the person, agency or organization you believe discriminated against you.
- A brief description of what happened, including how, why, and when you believe your (or someone else's) civil rights were violated.
- Any other relevant information.
- Your signature and date of complaint.
- The name of the person on whose behalf you are filing if you are filing a complaint for someone else.
- You may also include:
 - Any special accommodations for us to communicate with you about this complaint.
 - Contact information for someone who can help us reach you if we cannot reach you directly.
 - If you have filed your complaint somewhere else and where you've filed.

Language assistance services for Office of Civil Rights (OCR) matters are available and provided free of charge. OCR services are accessible to persons with disabilities.