

MEMORANDUM

DATE: March 29, 2024

TO: Local Workforce Development Boards

FROM: Keantha B. Moore, Chief, Bureau of One-Stop and Program Support

SUBJECT: Updated United States Department of Labor, Employment and Training Administration Complaint/Apparent Violation Form 8429 and Complaint System Posters

Keantha B. Moore

The purpose of this memorandum is to transmit to Local Workforce Development Boards (LWDBs) the:

- Updated United States Department of Labor (USDOL), Employment and Training Administration (ETA) Form 8429: Complaint/Apparent Violation Form;
- [Training and Employment Notice \(TEN\) No. 08-23](#); and
- Updated Employment Service and Employment-Related Law Complaint System Posters.

Effective April 1, 2024, LWDB staff are required to use the updated ETA Form 8429 and each career center must prominently display the approved Complaint System posters. Each poster must contain the names and contact information of the local office's designated Complaint System Representative and the State Monitor Advocate, in the designated fields.

Please share this information with the appropriate staff, including career center managers, and other interested parties. Previous versions of the ETA Form 8429 and the Complaint System posters should be discarded.

If you have any questions regarding this communication, please contact Minerva Figueroa at Minerva.Figueroa@commerce.fl.gov.

Attachments: ETA Form 8429 ([Microsoft Word](#)) ([PDF](#))
[Complaint System Poster \(English\)](#)
[Complaint System Poster \(Spanish\)](#)

KBM/mf

cc: Shawn Brown
Isabelle Potts
Dee Robinson
Minerva Figueroa