



## Northwest Georgia Regional Commission

### Applicant's Statement of Rights

#### Equal Opportunity (EO) Notice Revision Procedures

**When there's a revision with the Applicant's Statement of Rights (EO) Notice form, the following steps should always occur:**

- 1. Make sure all active participants (anyone who has not exited GEO) are given the revised Applicant's Statement of Rights form.**
- 2. Each active participant should sign and date the revised un-highlighted copy of the Applicant's Statement of Rights form which indicates their acknowledgement of receipt. There will be a highlighted copy in yellow (as a courtesy) of the revision(s) made to the Applicant's Statement of Rights form. The highlighted copy does not require a signature, but it should be placed in the file to show an indication that the participant was given notification of the change.**
- 3. Place the most recent revised Applicant's Statement of Rights in the file of the participant. Any and all revisions to the Applicant's Statement of Rights form should always be retained in the file of the participant. All revision(s) to the Applicant's Statement of Rights form will be indicated by the date of revision listed at the bottom of the form.**
- 4. For participants who are active, but contact with them has proven to be unsuccessful, document all the attempts made and the types of attempts made and distribute the highlighted as well as the un-highlighted forms to the participant. Ask them to return a signed and dated copy of the form to be placed in their file. Documentation of all attempts must be noted in their files.**
- 5. When in doubt about any of the directions, please do not hesitate to contact NWGRC staff with any of your concerns.**