**Section 1660.30 Procedure**

a) Grievances must be submitted in accordance with and follow the procedures set forth in Section 1660.40 and Section 1660.50. It is mutually desirable and beneficial that grievances be satisfactorily resolved in a prompt manner. Time limits established in this procedure are in calendar days, unless otherwise stated, and may be extended by mutual agreement in writing by the complainant and the reviewer at the ADA Coordinator and Final Levels.

b) A complainant's failure to submit a grievance, or to submit or appeal it to the next level of procedure within the specified time limits, shall mean that the complainant has withdrawn the grievance or has accepted the last response given in the grievance procedure as the Department's last response.

c) The Department shall, upon being informed of the complainant's desire to file a formal grievance:

1) instruct the individual how to receive a copy of this procedure; and

2) provide a Grievance Form.