

Hiring Party	
Case Number	

Lorelei Salas
Commissioner

Lisa Billups
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Date

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NOTICE OF COMPLAINT

The Office of Labor Policy & Standards (“OLPS”) of the New York City Department of Consumer Affairs (“DCA”) **has received a complaint alleging that you have violated provisions of the Freelance Isn’t Free Act** (the “Law”). Under this Law, which went into effect on May 15, 2017, freelance workers are entitled to a written contract, timely payment when performing services for hire, and freedom from retaliation. A copy of the complaint against you is enclosed.

If a freelance worker prevails in a case against a hiring party, the freelancer may be entitled to:

- Statutory and/or double damages allowed under the law;
- Injunctive and other relief as appropriate; and/or
- Reasonable attorneys’ fees and costs.

The complaint we received identifies you as a hiring party that has violated the Law. **Under the Law, you are required to provide OLPS with a written statement within 20 days of receipt of this Notice that:**

- States that the freelance worker has been paid in full (including proof of such payment);
- States that the freelance worker has not been paid in full and the reasons for the failure to provide full payment; and/or
- Fully responds to any other allegations in the complaint relating to either a written contract or retaliation against a freelance worker.

A failure to respond to this Notice within 20 days creates a rebuttable presumption in any civil action commenced pursuant to the Law that the hiring party committed the violation(s) alleged in the complaint.

You may include any other such information or supporting documentation as is relevant to the complaint against you.

Under the Law, **it is prohibited to take any action to retaliate or otherwise discriminate against a freelance worker that has asserted**

