

INSTRUCTION LETTER

INSTRUCTION NUMBER: 15-03

TO: Upstate Workforce Investment Board Contractors

SUBJECT: Rights to File a Grievance or Complaint under WIOA

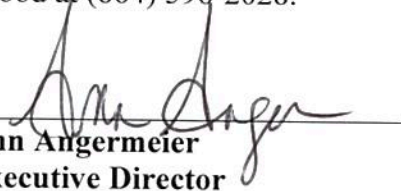
DATE ISSUED: July 1, 2015 **DATE EFFECTIVE:** Immediately **DATE EXPIRES:** Indefinitely

PURPOSE: The purpose of this instruction is to transmit the attached handout and establish procedures for handling noncriminal complaints under the Workforce Innovation and Opportunity Act (WIOA). Nothing contained in the attached handout shall be deemed to prejudice the separate exercise of other legal rights in pursuit of remedies and sanctions available outside of WIOA.

POLICY: Section 188(a) (2) of WIOA states that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.

ACTION: The Upstate WIB will provide initial and continuing notice to registrants, applicants and participants that the program does not discriminate on any prohibited ground and that they have the right to file a grievance/complaint. New Rights Handouts are available to each program. A signed copy of the handout must be placed in each applicant's/participant's files. The handout must be provided in suitable formats to individuals with visual impairments (e.g. san-serif fonts, audio files, CDs). Please ensure that all appropriate staff receive and understand this policy guidance.

INQUIRIES: Should you have any questions concerning this instruction, please contact Dana Wood at (864) 596-2028.


Ann Angermeier
Executive Director
Upstate Workforce Investment Board

Attachment: Rights Handout for SC Works Upstate, ACHIEVE & YouthStop
Replaces Local Instruction letter 11-01

Source: STATE INSTRUCTION NUMBER 15-03