

**INSTRUCTION LETTER**

**INSTRUCTION NUMBER: 16-12**      **WIOA**

**TO:** All Grantees

**SUBJECT:** 'Equal Opportunity is The Law' Notice

**DATE**  
**ISSUED:** April 28, 2017

**DATE**  
**EFFECTIVE:** Immediately

**DATE**  
**EXPIRES:** Indefinitely

**PURPOSE:** To make available the 'Equal Opportunity is The Law' notice in English, Spanish, Arabic, Chinese Traditional, French, French Creole, Korean, Portuguese, Russian, Tagalog and Vietnamese. 29 CFR Part 38 implements the nondiscrimination and equal opportunities requirements under WIOA and prescribes key responsibilities of WIOA-funded staff and the Local Workforce Development Areas (LWDAs).

**POLICY:** Section 188 of WIOA prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or (against any beneficiary, applicant, or participant) on the basis of citizenship status.

The implementing regulations for Section 188 found at 29 CFR require that initial and continuing notice that the program does not discriminate on any prohibited grounds must be provided to registrants, applicants, and eligible applicants/registrants; participants; applicants for employment and employees; and members of the public, including those with impaired vision or hearing and those with limited English proficiency.

**ACTION:** Ensure the 'Equal Opportunity is the Law' notice is posted prominently, in reasonable numbers and places, in available and conspicuous physical locations and on the local workforce area's website. The local workforce area must take appropriate steps to ensure that the notice is communicated as effectively to individuals with disabilities as it is to others, and that this notice is provided in appropriate languages to ensure meaningful access to LEP individuals.

**INQUIRIES:** Should you have any questions concerning this instruction, please contact Dana Wood at (864) 596-2028 (TTY: 711 or wood@upstaterworkforceboard.org).

  
Ann Angermeier, Director

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**Source: State Instruction Letter 16-10**