



INSTRUCTION LETTER

INSTRUCTION NUMBER: WIOA 16-19

TO: To Upstate WB Staff and All Contractors

SUBJECT: Discrimination Complaint Procedures under WIOA

DATE	DATE	DATE
ISSUED: <u>June 19, 2017</u>	EFFECTIVE: <u>Immediately</u>	EXPIRES: <u>Indefinitely</u>

PURPOSE: To establish procedures for handling complaints of discrimination on a prohibited basis or bases under Section 188 of the Workforce Innovation and Opportunity Act (WIOA). Nothing contained in the procedures 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 of WIOA prohibits discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or (against any beneficiary, applicant, or participant in programs financially assisted under Title I of WIOA) on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

29 CFR 38.69, requires that any person or any specific class of individuals may file a written complaint who believe(s) that they have been or are being discriminated against on one or more prohibited bases or believe they have been or are being retaliated against (as described in 29 CFR 38.19). The State Office of Equal Opportunity develops and publishes the complaint processing procedures required in 29 CFR 38.72.

ACTION: This communication is to ensure that the Discrimination Complaint Procedures are communicated to all program staff, operators, and service provider staff. The Equal Opportunity Complaint Information Form must be made available to any and all interested individuals, as effectively to individuals with disabilities as it is to others, and in appropriate languages to ensure meaningful access to LEP individuals.

The Equal Opportunity Complaint Information Form is available for local areas to access, link, and/or print as needed: (<https://scworks.org/media/EEO/EqualOpportunityComplaintInformationForm.pdf>).

INQUIRIES: Questions may be directed to Dana Wood wood@upstateworkforceboard.org.



Ann Angermeier, Director

Source: State Instruction 16-15