

# North Central Workforce Development Area

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240 N Mission • Wenatchee, WA 98801 • (509) 663-3091 • Fax (509) 663-5649 • [www.skillsource.org](http://www.skillsource.org)

## LOCAL DIRECTIVE

Directive #: 18-170 REV 3	Date: March 1, 2025
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TO: Workforce Innovation and Opportunity I-B Staff

FROM: Lisa Romine, CEO

SUBJECT: Equal Opportunity Notice

SUPERCEDES: Directive #18-170 REV 2

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### Summary of Changes:

- Updated Local Equal Opportunity Officer contact information to Susan Coe.
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In addition to the Program Complaint Notice, provide the attached one page Equal Opportunity Notice to applicants during the intake process. Ask the applicant to sign a copy of the Notice at the bottom indicating that they have received the Notice and understand there is a formal process for resolving Discrimination complaints. (see LOG 13-09 Customer Concern and Complaint Policy). Place the signed Notice in the applicant's intake file.



## EQUAL OPPORTUNITY NOTICE

### Equal Opportunity Is the Law

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

Against any individual in the United States, 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, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

### What To Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW., Room N-4123, Washington, DC 20210 or electronically as directed on the CRC Web site at [www.dol.gov/crc](http://www.dol.gov/crc).

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

#### Local Equal Opportunity Officer

Susan Coe  
SkillSource  
240 N Mission  
Wenatchee, WA 98801  
[susanc@skillsource.org](mailto:susanc@skillsource.org)  
509-663-3091/WA Relay 711

OR

#### The Director, Civil Rights Center (CRC)

US Department of Labor  
200 Constitution Ave NW, Room N-4123  
Washington, DC 20210

Or electronically as directed  
on the CRC Web site at [www.dol.gov/crc](http://www.dol.gov/crc)

I certify that I have been provided a copy of this statement:

Signature: \_\_\_\_\_