

# North Central Workforce Development Area

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

## LOCAL DIRECTIVE

Directive #: 18-170

Date: September 14, 2018

TO: Workforce Innovation and Opportunity I-B Staff

FROM: Dave Petersen, Executive Director

SUBJECT: Equal Opportunity Notice

SUPERCEDES: Directive #16-131

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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 second Notice at the bottom indicating that they have received the Notice and understand there is an informal process for addressing concerns and a formal process for resolving complaints. (see LOG 13-09 Customer Concern and Complaint Policy). Place the signed Notice in the applicant's intake file.

Concerns are written or verbal expressions of dissatisfaction rather than alleged violations of program or discrimination regulations noted in the North Central WDA Complaint Procedures handbook. Concerns do not require the same formal process as a written complaint (i.e., logging, tracking, etc.). Wherever possible, address concerns at the service delivery level to prevent escalating to the level of a written complaint.



## 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. For more information:

**Local Equal Opportunity Officer**  
Dave Petersen  
SkillSource  
240 N Mission  
Wenatchee, WA 98801  
[dave@skillsource.org](mailto:dave@skillsource.org)  
509-663-3091 ext. 228/WA Relay 711

OR

**State-Level EO Officer**  
Teresa Eckstein  
Employment Security Dept.  
P. O. Box 9046  
Olympia, WA 98507  
[TEckstein@esd.wa.gov](mailto:TEckstein@esd.wa.gov)  
360-902-9354/WA Relay 711

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

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