



EQUAL OPPORTUNITY IS THE LAW NOTICE

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 any of the following:

LOCAL LEVEL

Amanda Gohde, Equal Opportunity Officer/LEP Coordinator/Vice President, Talent & Culture, Northwood Technical College, 1900 College Drive, Rice Lake, WI 54868; (715) 645-7042 TTY access via WI Relay: 711. Email: Amanda.Gohde@NorthwoodTech.edu;

STATE LEVEL

Susana Vázquez García, Equal Opportunity Officer, Wisconsin Department of Workforce Development, Division of Employment and Training, 201 E Washington Ave, Room E 100, PO Box 7972, Madison, WI 53707-7972, (608) 405-4067, TTY access via WI Relay: 711, Email: DETEOContact@dwd.wisconsin.gov

FEDERAL LEVEL

Director of Civil Rights, US Department of Labor, 200 Constitution Avenue NW, Room N4123, Washington DC, 20210 / CRC website: 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 (CRC) (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 submit 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. (Per 29 CFR 38.35)

Rights:

If you are enrolled in a WIOA Program, you have the right to expect the following:

1. You will be fully afforded the rights and responsibilities under applicable nondiscrimination and equal opportunity provisions.
2. You will be provided with “Complaint and Appeal” information.
3. Identified limited English proficiency populations will have WIOA program information available in a manner that is understood and that no individual is denied services because of an inability to communicate.
4. Reasonable accommodations are made to the known physical or mental limitations of an otherwise eligible individual unless it can be demonstrated that the accommodations would impose an undue hardship on the operation of the program.
5. WI Relay will be available in each Job Center.
6. Appropriate efforts will be made to overcome sex stereotyping including encouragement of non-traditional employment.
7. Reasonable accommodations upon request. Requests for accommodations can be made to Susan Hodnefield, Lead WIOA Career Planner at Susan.Hodnefield@NorthwoodTech.edu. TTY access via WI Relay: 711.

Responsibilities:

If you are enrolled in any WIOA Program, you have the following responsibilities:

1. Provide documentation as required for the registration process.
2. Register for services with the intent of securing, retaining, and/or upgrading employment.
3. Keep in regular contact with your career planner.
4. Update your career planner of any change in address, phone number, name, or employment status.
5. Provide your social security number. A pseudo number will be assigned with the expectation that you will apply for a SSN. Individuals enrolled in “employment activities” must provide a SSN.
6. Cooperate with follow-up service and information gathering conducted by Workforce Resource, the State of Wisconsin, and the Department of Labor.

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at Amanda.Gohde@NorthwoodTech.edu. Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).