



**CATTARAUGUS-ALLEGANY
WORKFORCE INVESTMENT BOARD, INC.**

ONE STOP SYSTEM

**EQUAL OPPORTUNITY IS THE LAW
Non-Discrimination Policies and Procedures**

RESPONSIBILITIES OF THE WORKFORCE INVESTMENT ONE-STOP SYSTEM

The Cattaraugus-Allegany Workforce Investment Board, Inc., on behalf of the County of Cattaraugus, Grantee, is responsible to ensure that each of the One-Stop Career Centers, the One-Stop System Partners and providers of services funded by Title I of the Workforce Investment Act (WIA) abide by the laws and regulations that govern non-discrimination and equal opportunity. Each Center and each Partner in the Cattaraugus-Allegany One-Stop System has assigned an Equal Opportunity Officer who will assist in carrying out the processes that are designed to ensure that any participant or interested party receives the information he or she needs:

- to learn about the laws and regulations that govern non-discrimination and equal opportunity.
- to file a complaint and receive a timely response from the Workforce Investment Board, Inc., the New York State Department of Labor, Division of Equal Opportunity Development, or the Director of the United States Department of Labor Civil Rights Center.

TYPES OF DISCRIMINATION or LACK OF EQUAL OPPORTUNITY COVERED

Section 188 of the Workforce Investment Act of 1998, as further described in the Code of Federal Regulation (CFR) 29 (Labor) Part 37 (Implementation of the Nondiscrimination and Equal Opportunity Provisions) refer to a variety of laws and regulations that prohibit discrimination. As stated in 29CFR37.30:

“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, national origin, age disability, political affiliation or belief; and
- against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary’s citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA 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 WIA 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.”

Also, participants will not be required to carry out construction, operation or maintenance of a facility that is used or to be used for sectarian instruction or religious worship, solely because of his or her status as a participant.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIA 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). In the Cattaraugus-Allegany Workforce Investment Area this is:

Jason E. Miller
Fiscal & Program Monitor/EEO Officer
Cattaraugus-Allegany WIB, Inc.
One Blue Bird Square, Olean, New York 14760
Phone: 716-806-0060

-IF YOUR COMPLAINT IS NOT RESOLVED LOCALLY, YOU MAY CONTACT-

Division of Equal Opportunity Development
New York State Department of Labor
State Office Campus, Building 12, Rm. 540
Albany, New York 12240
Phone: 518-457-1984
(TDD) 1-800-662-1220
(VOICE) 1-800-421-1220

Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue NW
Room N-4123
Washington, DC 20210

If you file your complaint with the recipient [*local or state*], 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 do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. 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.”

ACKNOWLEDGEMENT

My signature acknowledges that I have received and read this notice and/or a verbal explanation advising me of my rights to file a complaint or grievance related to the Equal Opportunity Provisions of the Workforce Investment Act or to file a complaint or grievance related to general services provided by the One Stop System.

CUSTOMER:

Print Name _____

Signature _____ Date _____

WITNESS:

Print Name _____

Signature _____ Date _____

****Staff: Please provide the customer with a copy of this form and retain the original in the customer's file.**