



## PIEDMONT REGION

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### VIRGINIA CAREER WORKS – PIEDMONT REGION

#### EQUAL OPPORTUNITY (EO)/ CIVIL RIGHTS NOTIFICATION

##### **Equal Opportunity is the Law.**

It is against the law for this Workforce Innovation and Opportunity Act (WIOA) Service Provider to discriminate on the following basis:

- 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, 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 of 2014 (WIOA), on the basis of the individual's citizenship status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I, financially assisted program or activity.

The WIOA Service Provider 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.

What to Do if you Believe You Have Experienced Discrimination by the WIOA Service Provider:

- 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 Local Workforce Development Board's (LWDB) Equal Opportunity (EO) Officer: Sarah Morton, Executive Director, Virginia Careers Works Piedmont, 943 Glenwood Station Lane, Suite 103, Charlottesville, VA 22901
  - The Director, 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 LWDB EO Officer, you must wait until either the LWDB EO Officer 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 LWDB EO Officer 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 LWDB EO Officer 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 LWDB EO Officer 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 OR TO FILE A COMPLAINT, CONTACT

Sarah Morton, WIOA Equal Opportunity Officer  
Piedmont Workforce Development Board,  
VCWP Career and Workforce Innovation Campus  
943 Glenwood Station Lane, 103  
Charlottesville, VA 22901  
434-290-0026

I, THE APPLICANT/PARTICIPANT, AGREE THAT I HAVE READ THE ABOVE STATEMENT AND UNDERSTAND IT.

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Signature of Applicant/Participant

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Date