Participant Name:

PID#

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
OFFICE OF EQUAL OPPORTUNITY

EQUAL OPPORTUNITY IS THE LAW
CIVIL RIGHTS STATEMENT

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 website at 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 INFORMATION OR TO FILE A COMPLAINT, CONTACT

SCPa WORKS
SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD

Whitney Matthews, Equal Opportunity Officer
SCPa Works Workforce Development Board
P: 717-236-7936 ext. 123
www.scpaworks.org
4201 Crums Mill Road, Suite 100A
Harrisburg, PA 17112

STATE AGENCY

Scott Weiant
sweiant@pa.gov
Office of Equal Opportunity
651 Boas Street Rm 1402
Harrisburg, PA 17121
Telephone contact 717-787-1182 or 1-800-622-5422
TDD /TTY 800-654-5984

Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program

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STATEMENT OF RECEIPT APPLICANT/PARTICIPANT RIGHTS FORM

I hereby certify that I have received, read and understand my "Civil Rights" as an Applicant/Participant of the WIOA/TANF program and acknowledge so with my signature.

Applicant/Participant Signature

Date Signed

Witnessed by WIOA/TANF Service Provider

Date Witnessed

Witnessed at (name and address where the document was received, signed and dated).

Note: This document must be retained in the Applicant/Participant file.

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Equal Opportunity Employer/Program