



## PARTICIPANT RIGHTS AND RESPONSIBILITIES

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 agencies below. Participating in a complaint process is protected from retaliation under all circumstances.

Local Level	State Level	Federal Level
<p>Dawn Knapp            Equal Opportunity Officer            Northwest Wisconsin Workforce Investment Board            301 Ellis Ave, Ste 3            Ashland, WI 54806            715-685-1425            TTY access via WI Relay: 711 or 800-947-3529  <a href="mailto:dknapp@nwwib.com">dknapp@nwwib.com</a></p>	<p>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  <a href="mailto:DETEOContact@dwd.wisconsin.gov">DETEOContact@dwd.wisconsin.gov</a></p>	<p>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 <a href="http://www.dol.gov/crc">www.dol.gov/crc</a></p>

If you file your complaint with the EOO or DWD-DET EOO, you must wait either until the EOO with whom you filed a complaint 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 EOO or DWD-DET EOO does not give you a written Notice of Final Action within 90 days of the day 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 EOO or DWD-DET EOO).

If the EOO or DWD-DET EOO gives you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may appeal with CRC. You must file your CRC appeal within 30 days of the date you received the Notice of Final Action.

## Participant Responsibilities

While enrolled as a participant of a WIOA Title I program:

1. You understand that the WIOA Title 1B programs **are not** entitlement program.
2. You will provide authentic, factual, and complete information during eligibility determination. Documentation must be provided to show proof of eligibility. Inaccurate information may result in the loss of services.
3. **You will maintain regular contact (30 days) with your Career Planner regarding your progress in work search, employment status, grades, certifications achieved, and other information.** Open and frequent communication on your activities and progress toward agreed-upon goals is critical to ensure mutual success. By promptly returning phone calls, emails, etc., you will stay engaged in the program and good standing.
4. You will notify your Career Planner of any changes in address, telephone number and email address, and other relevant status changes.
5. You agree to participate in the program-specific follow-up processes as required by enrollment into WIOA Title I programs.
6. As you progress through the WIOA Title I program, you understand that additional rights and responsibilities may apply.
7. Refusal to cooperate with Career Planners and affiliated staff may result in termination from current and future WIOA Title I programs.
8. For individuals assigned male on their birth certificate who turn 18 while in a WIOA Title I program, **you must register for Selective Service within 30 days following your 18th birthday** unless you provide a Status Information Letter (SIL).

## Participant Rights & Responsibilities Signature Page

Please check each box to confirm your understanding and agreement to the terms of participation in WIOA Title I programs.

- I have been notified of my right to nondiscrimination and equal opportunity and the complaint procedures available to seek resolution of an alleged violation of my rights as a participant of a program funded under the Workforce Innovation and Opportunity Act (WIOA), State of Wisconsin, and U.S. Department of Labor applicable statutes.
  
- I understand that I will be provided a copy of this Participant Rights and Responsibilities document and that I can request copies of other WIOA documents related to my participation in the WIOA Title I program.
  
- I understand and agree to comply with the WIOA Title I program rights and responsibilities and recognize that a lack of compliance may result in the discontinuation of program services, activities, and could result in present or future program termination.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

*Northwest Wisconsin Workforce Investment Board is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please call us through Wisconsin Relay Service (7-1-1) or at 800-947-3529. To request information in an alternate format, including language assistance or translation of the information, please get in touch with us at (715)-685-1425.*

