

EQUAL OPPORTUNITY IS THE LAW

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 Innovation and Opportunity Act (WIOA), 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 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.

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 written complaint within 180 days from the date of the alleged violation with either: the recipient's Equal Opportunity Officer or to the Director of the Civil Rights Center.**

Southwest Wisconsin Workforce Development Board (SWWDB) Equal Opportunity Officer: Ryan Schomber – 1900 Center Ave. – Janesville, WI 53546 - Email: r.schomber@swwdb.org – Faxed: (608) 741-3528 – Phone: (608) 314-3300 (#303) – Wisconsin Relay Service: #7-1-1

OR

**Sent by postal mail to: Director Civil Rights Center ATTENTION: Office of External Enforcement
U.S. Department of Labor 200 Constitution Avenue - NW Room N-4123 Washington, DC 20210
Faxed: (202) 693-6505, ATTENTION: Office of External Enforcement (limit of 15 pages)
Email: to CRCEXternalComplaints@dol.gov**

NOTE: If you file a complaint with the CRC it is suggested you file by completing CRC's Complaint Information Form (CIF) and Privacy Act Consent Form, which are available at the link below:

<http://www.dol.gov/oasam/programs/crc/DL1-2014a-English.pdf>

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 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.