

March 16, 2004

Workforce Investment Act Memorandum Number E & T 04-26 (RESCINDED)

March 16, 2004

Workforce Investment Act Memorandum Number E&T 04-27

Topic: Non-Discrimination and Equal Opportunity Requirement for Workforce Investment Act (WIA) Title I Participant

Subject: Non-Discrimination and Equal Opportunity Provision

Purpose: The purpose of this memorandum is to inform all Local Workforce Investment Areas (LWIAs) to include the attached Equal Opportunity form in the file of each participant.

Reference: Section 188 of the Workforce Investment Act (WIA) and the Code of Federal Regulations (CFR) 29, Part 37.

Background: Previously, the state issued E&T policy memorandum 00-6 which described the non-discrimination and equal opportunity provisions, included the procedure a participant would follow when there is an allegation for complaint. This memorandum and the attached form are to ensure that every participant assisted through WIA Title I funds signs a form confirming that he/she was provided information regarding the Non-Discrimination and Equal opportunity provisions and the grievance procedure.

Instructions: All LWIAs will ensure that participants assisted through the WIA Title I program are provided information regarding Non-Discrimination and Equal Opportunity provisions of the WIA, and the state procedure for filing a complaint. The LWIA will keep a signed copy of the attached form in each participant file for monitoring purposes.

Contact: For questions regarding this policy, please contact Elaine Perryman, Administrator, Employment & Workforce Development at (615) 741-1031

Effective Date: Immediately

Expiration Date: Indefinite

Approved: _____
Elaine S. Perryman, Administrator

Date: _____

Approved: _____
James G. Neely, Commissioner

Date: _____

Attachment