



Participant Rights and Responsibilities

The Workforce Innovation and Opportunity Act (WIOA) legislation outlines specific rights and responsibilities for program applicants and participants.

RIGHTS

1. It is against the law for the Board, as a recipient of Federal financial assistance, to discriminate 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 WIOA, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.
2. Participants will receive a career orientation, information on non-traditional careers, assessment of career goals, and occupational information. The services may be provided individually or in a group setting.
3. Further services will be consistent with the participant's capabilities and contribute to the development of their employment potential. There will be no fee charged for being referred to training or a job.
4. WIOA records will be kept confidential as provided by law. A signed release of information will be used if information is needed from a third party. Files may be reviewed during program monitoring by the Department of Workforce Development, Bay Area Workforce Development Board, or the Department of Labor.
5. Participants have the right to file a complaint or grievance if they feel they have been treated unfairly. The "Bay Area Workforce Development Board Guide to Resolutions and Complaints" will be provided to all participants.

RESPONSIBILITIES

1. WIOA participants are required to meet with a Career Services Specialist (CSS) monthly. Alternative contact method may be arranged with CSS approval.
2. Participants who turn 18 while enrolled in the WIOA Program must register for Selective Service or submit a waiver of the requirement.
3. Participants will work with their CSS to develop an employment plan and follow through with the action steps and services identified to reach their goals.
4. Changes which may impact program participation must be reported timely.
5. Attendance/time sheets or other information may be required within established deadlines while participating in WIOA.
6. Participants may not participate in political or religious activities during hours assigned to WIOA activities.
7. The overall goal of the WIOA service plan is to find permanent employment. Employment details (employer, start date, job title, hours, wage, etc.) must be reported.
8. Failure to comply with WIOA requirements may jeopardize future participation in the WIOA program.
9. Follow-up Plan will be initiated with prior program participants to provide updates and evaluate the need for additional services which may be available for twelve months after program completion.

By signing this form, I attest to the following:

- I have reviewed the above and have discussed the general provisions of WIOA with my Career Services Specialist.
- I agree to comply with the above stated Responsibilities related to my participation in WIOA.
- I have been informed of my eligibility status for WIOA services.
- I have received a copy of the Accessibility and Equal Opportunity Information form (3 pages attached).
- I understand that WIOA services are provided through federal allocations which may fluctuate. Service provision may be based on priority if funding is limited. I have been informed of my personal Priority of Service Level.
- I understand certain services, including those for funding of training and support services, will be dependent on an assessment of need.
- I have received a copy of the "Guide to Resolutions and Complaints".

Participant's Signature

WIOA Representative's Signature

Printed Name of Participant

Printed Name of WIOA Rep.

Date

Date

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Accessibility and Equal Opportunity Information

Babel Notice

In accordance with 29 CFR 38.9 (g)(3), Limited English Proficient (LEP) individuals seeking access to information about WIOA programs offered through the Bay Area WDB and its American Job Center partners, will receive language assistance in all communications of vital information.

Vital information is defined as information, whether written, oral or electronic, that is necessary for an individual to understand how to obtain any aid, benefit, service and/or training; necessary for an individual to obtain any aid, benefit, service and/or training; or required by law.

An interpreter, as well as the availability of free language assistance such as rulebooks; written tests that do not assess English language competency, but rather assess competency for a particular license, job or skill for which English proficiency is not required; and letters or notices that require a response from the beneficiary or applicant, participant or employee will be provided to all LEP individuals at no cost to the individual.

WIOA Title I-financially assisted programs or activities or offerings provided by the Bay Area WDB and its service providers are supported with federal funding from the Workforce Innovation and Opportunity Act (WIOA). The Bay Area WDB is an equal opportunity service provider and employer.

English

IMPORTANT! There are documents that contain important information about WIOA training services; how to apply for training services; and your rights, responsibilities and/or benefits. It is critical that you understand the information in these documents. You can receive telephone translation assistance of all documents by calling (920) 617-1384 at no cost to you.

Español

¡IMPORTANTE! Hay documentos que contienen información importante acerca de los servicios de capacitación de WIOA, cómo solicitar servicios de capacitación, sus derechos, responsabilidades y / o beneficios. Es fundamental que entienda la información de estos documentos. Usted puede recibir asistencia de traducción telefónica de todos los documentos por calling (920) 617-1384 sin costo alguno para usted.

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Chinese

重要的！有些文件包含有关 WIOA

培训服务的重要信息；如何申请培训服务；以及您的权利、责任和/或利益。了解这些文档中的信息至关重要。您可以通过拨打 (920) 617-1384 免费获得所有文件的电话翻译帮助。

Zhòngyào de! Yǒuxiē wénjiàn bāohán yǒuguān WIOA péixùn fúwù de zhòngyào xìnxī; rúhé shēnqǐng péixùn fúwù; yǐjí nín de quánlì, zérèn hé/huò lìyì. Liǎojiě zhèxiē wéndàng zhōng de xìnxī zhì guān zhòngyào. Nín kěyǐ tōngguò bōdǎ (920) 617-1384 miǎnfèi huòdé suǒyǒu wénjiàn de diànhuà fānyì bāngzhù

Hmong

TSEEM CEEB! Muaj cov ntaub ntawv uas muaj cov ntaub ntawv tseem ceeb txog WIOA cov kev pabcuam kev cob qhia; yuav ua li cas thov rau kev pabcuam kev cob qhia; thiab koj cov cai, lub luag haujlwm thiab / lossis cov txiaj ntsig. Nws yog ib qho tseem ceeb uas koj nkag siab cov ntaub ntawv hauv cov ntaub ntawv no. Koj tuaj yeem tau txais kev pab txhais lus hauv xov tooj ntawm txhua cov ntaub ntawv los ntawm kev hu rau (920) 617-1384 yam tsis tau them nqi rau koj.

Korean

중요한! WIOA 교육 서비스에 대한 중요한 정보가 포함된 문서가 있습니다. 교육 서비스 신청 방법 귀하의 권리, 책임 및/또는 혜택. 이 문서의 정보를 이해하는 것이 중요합니다. (920) 617-1384으로 전화하시면 모든 문서에 대한 전화 번역 지원을 무료로 받으실 수 있습니다.

jung-yohan! WIOA gyoyug seobiseue daehan jung-yohan jeongboga pohamdoen munseoga isseubnida. gyoyug seobiseu sincheong bangbeob gwihai gwonli, chaeg-im mich/ttoneun hyetaeg. i munseoui jeongboleul ihaehaneun geos-i jung-yohabnida. (920) 617-1384 eulo jeonhwahasimyeon modeun munseoe daehan jeonhwa beon-yeog jiwon-eul mulyolo bad-eusil su isseubnida.

Accommodation Requests

Auxiliary aids and services are available upon request to individuals with disabilities. Please contact your WIOA Title I Career Planner or the Bay Area WDB office for such requests.

Wisconsin Relay (7-1-1)

Wisconsin Relay is a free service that provides full telephone accessibility to people who are deaf, hard-of-hearing, deaf-blind and speech-disabled. The service is available by dialing 7-1-1 or by calling TTY 1-800-947-3529. For more information, visit www.wisconsinrelay.com.

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Equal Opportunity Is the Law

It is against the law for this recipient of Federal financial assistance 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, 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 regarding, 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, Vickie Patterson, Equal Opportunity Officer, Bay Area Workforce Development Board, 520 N Broadway, Suite 320, Green Bay, WI 54303, telephone 920-492-0196, Wisconsin Relay 7-1-1, vpatterson@bayareawdb.org; 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 Web site at www.dol.gov/crc.

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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 gives you a written Notice of Final Action on your complaint but is 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.

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