

	Policy No: P-205
	Effective Date: May 4, 2015
	New <input type="checkbox"/> Revised <input checked="" type="checkbox"/>
EEO AND NON DISCRIMINATION	

PURPOSE

To ensure compliance with equal opportunity and non-discrimination regulations by staff and service providers.

BACKGROUND

Workforce Innovation and Opportunity Act (WIOA) services are subject to Equal Opportunity (EO) rules and regulations. Services must be available to eligible participants without regard to status in a protected class – gender, race/ethnicity, nationality, or religious belief.

POLICY

All applicants must be informed that WIOA service providers are not allowed to discriminate on the basis of any of the protected classes.

Providers are required to post EO posters in a prominent location where applicants and participants gather. Posters will be available in Spanish and English at each service location.

The SOWIB will designate an EO Officer and will keep providers updated on current contact information for the Officer. Providers are responsible for requesting additional posters if needed.

Programs are required to inform each participant of EO rights and grievance procedures, in accordance with SOWIB policy, at the time of program enrollment. There is an automated information screen in the WorkSource Oregon Management Information System and I-Trac participant data management system, however, if staff enter enrollment data directly into I-Trac this information must be shared by service providers at the time of enrollment.

EO MONITORING

The SOWIB, and state and federal agencies overseeing WIOA funds have appointed EO Officers. At times, there may be state and/or federal EO review or monitoring conducted. Program service providers will be required to provide any and all requested information from program and fiscal records, as well as participant files.

Providers are expected to ensure, and be able to demonstrate, that all practices are compliant with EO regulations including the enrollment of participants, provision of incentives, stipends or supportive services, access to service elements, and any other program components. With this in mind, programs are expected to document fair and equitable provision of services and activities to participants.

UNENROLLED YOUTH RECORDS

In order to track potential disparate impacts of youth selection processes, the Act requires that Equal Opportunity data be collected during the application process. Collection of EO data applies to any individual who submits personal information in response to a request by a service provider for such information. Such a request is implied to applicants in the process of completing and submitting an online application.

Completed applications will be used as the storage and tracking mechanism for Equal Opportunity data on those who apply and are not enrolled in services. These files will be kept and provided to SOWIB with all participant files when called for archiving.

In order to ensure compliance with this policy:

PUBLICITY

An EO statement must be present on printed materials given publicly and/or to participants. The EO tagline to be used:

SOWIB is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities upon request.