

NOTIFICATION OF CIVIL RIGHTS
UNDER THE WORKFORCE INVESTMENT ACT

No one applying for or enrolled in Workforce Investment Act (WIA) programs may be discriminated against because of ancestry, creed, marital status, medical conditions, race, color, national origin, age, sex, sexual orientation, political or religious affiliation, disability, and, as appropriate, citizenship.

You may not be denied the opportunity to enroll in WIA for any of the characteristics listed above;

No benefits or services may be denied you;

You may not be segregated or treated any differently from other applicants or participants while you are being registered, interviewed, counseled or tested, or while you are working or attending classes as part of the program.

Fair employment practices must be provided to all staff with regard to recruiting, hiring, transferring, promotions, training, compensation, benefits, layoff, and termination.

You have a right to make a complaint if you feel you have been denied any of the above opportunities. You cannot in any way be penalized for filing a complaint. Your WIA sponsor has established a mechanism for handling complaints or grievances. You have the right to receive assistance in handling any complaint or grievance you file. Your complaint must be filed within 180 days for alleged discrimination occurrences and one (1) year for alleged nondiscrimination occurrences. All complaints will be handled confidentially.

This is to certify that I have received a copy of the WIA complaint procedures and have read and understand the steps to follow if I have a complaint against the WIA program operated by the San Mateo County Workforce Investment Board.

My counselor has explained these procedures to me verbally, and I fully understand this process.

I understand that a full copy of these procedures is available to me upon request.

Participant Signature & Date

Counselor Signature & Date