



## PARTICIPANT RIGHTS AND RESPONSIBILITIES

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 (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 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.

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 any of the following agencies below. Participating in a complaint process is protected from retaliation under all circumstances.

Local Level	State Level	Federal Level
<p>Dawn Knapp            Equal Opportunity Officer            Northwest Wisconsin Workforce Investment Board            301 Ellis Ave, Ste 3            Ashland, WI 54806            715-685-1425            TTY access via WI Relay: 711 or 800-947-3529  <a href="mailto:dknapp@nwwib.com">dknapp@nwwib.com</a></p>	<p>Susana Vázquez García            Equal Opportunity Officer            Wisconsin Department of Workforce Development            Division of Employment and Training            201 E Washington Ave, Room E 100            PO Box 7972            Madison, WI 53707-7972            608-405-4067            TTY access via WI Relay: 711  <a href="mailto:DETEOContact@dwd.wisconsin.gov">DETEOContact@dwd.wisconsin.gov</a></p>	<p>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 website at <a href="http://www.dol.gov/crc">www.dol.gov/crc</a></p>

If you file your complaint with the EOO or DWD-DET EOO, you must wait either until the EOO with whom you filed a complaint 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 EOO or DWD-DET EOO does not give you a written Notice of Final Action within 90 days of the day 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 EOO or DWD-DET EOO).

If the EOO or DWD-DET EOO gives you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may appeal with CRC. You must file your CRC appeal within 30 days of the date you received the Notice of Final Action.

## Participant Responsibilities

While enrolled as a participant of a WIOA Title I program:

1. You understand that the WIOA Title 1B programs **are not** entitlement program.
2. You will provide authentic, factual, and complete information during eligibility determination. Documentation must be provided to show proof of eligibility. Inaccurate information may result in the loss of services.
3. **You will maintain regular contact (30-45 days) with your Career Planner regarding your progress in work search, employment status, grades, certifications achieved, and other information.** Open and frequent communication on your activities and progress toward agreed-upon goals is critical to ensure mutual success. By promptly returning phone calls, emails, etc., you will stay engaged in the program and good standing.
4. You will notify your Career Planner of any changes in address, telephone number and email address, and other relevant status changes.
5. You agree to participate in the program-specific follow-up processes as required by enrollment into WIOA Title I programs.
6. As you progress through the WIOA Title I program, you understand that additional rights and responsibilities may apply.
7. Refusal to cooperate with Career Planners and affiliated staff may result in termination from current and future WIOA Title I programs.
8. For individuals assigned male on their birth certificate who turn 18 while in a WIOA Title I program, **you must register for Selective Service within 30 days following your 18th birthday** unless you provide a Status Information Letter (SIL).

## Participant Rights & Responsibilities Signature Page

Please check each box to confirm your understanding and agreement to the terms of participation in WIOA Title I programs.

- I have been notified of my right to nondiscrimination and equal opportunity and the complaint procedures available to seek resolution of an alleged violation of my rights as a participant of a program funded under the Workforce Innovation and Opportunity Act (WIOA), State of Wisconsin, and U.S. Department of Labor applicable statutes.
  
- I understand that I will be provided a copy of this Participant Rights and Responsibilities document and that I can request copies of other WIOA documents related to my participation in the WIOA Title I program.
  
- I understand and agree to comply with the WIOA Title I program rights and responsibilities and recognize that a lack of compliance may result in the discontinuation of program services, activities, and could result in present or future program termination.

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Participant Signature

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Date

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Staff Signature

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Date

*Northwest Wisconsin Workforce Investment Board is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please call us through Wisconsin Relay Service (7-1-1) or at 800-947-3529. To request information in an alternate format, including language assistance or translation of the information, please get in touch with us at (715)-685-1425.*

# Babel Notice

**Wisconsin Relay Service (7-1-1) or at 800-947-3529**

**English** IMPORTANT! This document contains important information about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. Call (715) 682-9141 for assistance in the translation and understanding of the information in this document.

**Spanish** ¡IMPORTANTE! Este documento contiene información importante sobre sus derechos, responsabilidades y/o beneficios. Es importante que usted entienda la información en este documento. Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo alguno para usted. Llame al (715) 682-9141 para pedir asistencia en traducir y entender la información en este documento.

**Chinese - Traditional** 重要須知！本文件包含重要資訊，事關您的權利、責任，和／或福利。請您務必理解本文件所含資訊，而我們也將使用您偏好的語言，無償為您提供資訊。請致電(715) 682-9141洽詢翻譯及理解本文件資訊方面的協助。

**Vietnamese** LƯU Ý QUAN TRỌNG! Tài liệu này chứa thông tin quan trọng về quyền hạn, trách nhiệm và/hoặc quyền lợi của quý vị. Việc hiểu rõ thông tin trong tài liệu này là rất quan trọng, và chúng tôi sẽ cung cấp miễn phí cho quý vị thông tin này bằng ngôn ngữ mà quý vị ưa dùng. Hãy gọi (715) 682-9141 để được hỗ trợ về việc thông dịch và hiểu thông tin trong tài liệu này.

**Tagalog** MAHALAGA! Naglalaman ang dokumentong ito ng mahalagang impormasyon tungkol sa iyong mga karapatan, responsibilidad at/o benepisyo. Napakahalaga na nauunawaan mo ang impormasyong nakapaloob sa dokumentong ito, at ibibigay namin nang libre ang impormasyon sa pinili mong wika. Tumawag sa (715) 682-9141 upang humingi ng tulong sa pagsasalingwika at pag-unawa sa impormasyong nasa dokumentong ito.

**French** IMPORTANT! Le présent document contient des informations importantes sur vos droits, vos responsabilités et/ou vos avantages. Il est essentiel que vous compreniez les informations figurant dans ce document, et nous vous fournirons gratuitement les informations dans la langue de votre choix. Appelez au (715) 682-9141 pour obtenir de l'aide pour la traduction et la compréhension des informations contenues dans le présent document.

**Haitian Creole** ENPÒTAN! Dokiman sa a gen enfòmasyon enpòtan ladan konsènan dwa, responsablite ak/oswa avantajou yo. Li ap vrèman enpòtan pou ou konprann enfòmasyon yo ki nan dokiman sa a, epi n ap ba ou enfòmasyon sa yo nan lang ou prefere a gratis. Rele (715) 682-9141 pou jwenn asistans pou tradui ak pou konprann enfòmasyon ki nan dokiman sa a.

**Portuguese** IMPORTANTE! Este documento contém informações importantes sobre os seus direitos, responsabilidades e/ou benefícios. É essencial que compreenda as informações constantes neste documento, as quais disponibilizaremos, gratuitamente, na língua à sua escolha. Contacte o número (715) 682-9141 para solicitar ajuda para traduzir e compreender as informações contidas neste documento.

(715) 682-9141 تاملعمللا مهف ناكمب ةيمه لأ ن م . كئذئاوف وأ/و اك تايلوؤ سمو كقوقح ل وحة ةمهم تاملعمللا يلع دنتسما الله يوتحي ! مهم تاملعمللا ةمجرتي ف دةعاسم يلع لوصللا مقرلا يلع ل صتا . ةفلكت يا ك لمحت نود ةلصفملا ك تغلب تاملعمللا رفونسو ، دنتسما الله ي ف ةدرولا . اهمهفو دنتسما الله ي ف ةدرولا

**Russian** ВАЖНО! В настоящем документе содержится важная информация о ваших правах, обязанностях и/или преимуществах. Крайне важно, чтобы вы поняли информацию, содержащуюся в данном документе, а мы бесплатно предоставим вам эту информацию на выбранном вами языке. Позвоните по телефону (715) 682-9141 для получения помощи в переводе и понимании информации, содержащейся в данном документе.

**Korean** 중요! 본 문서는 귀하의 권리, 책임 및/또는 이익에 관한 중요한 정보를 포함하고 있습니다. 귀하가 본문서에 있는 정보를 이해하는 것은 대단히 중요하며, 귀하가 원하는 언어로 정보를 제공받으실 수 있습니다. (715) 682-9141로 전화하여 본문서에 있는 정보의 번역 및 이해를 위해 도움받으시길 바랍니다.