

**EASTERN AREA WORKFORCE DEVELOPMENT BOARD
OF NEW MEXICO**

**WIA Participant Notification of Civil Rights
And Complaint/ Grievance Resolution Procedures**

The following will inform you of your Civil Rights and Complaint and Grievance Procedures as prescribed by FEDERAL LAW:

In accordance with applicable Federal law and regulations, no one enrolled in the Workforce Investment Act (WIA) shall be discriminated against because of race, color, religion, sex or sexual preference, national origin, age, handicap (disability), political affiliation or belief, reprisal for filing a grievance, testifying or agreeing to testify in any investigation or proceeding related to the WIA; or denying benefits to any individual to which that individual is entitled.

This means: that no benefits or services may be denied you for any of the above reasons and that you may not be segregated or treated any differently from other participants while you are being registered, interviewed, counseled, or tested; or while you are working or attending classes as part of the project; and that you must be provided an equal opportunity to use all facilities available on the project.

If you feel you have been discriminated against for any of the above reasons or denied Equal Opportunity, you should seek resolution by talking to your local worksite supervisor and/or the WIA, One-Stop Career Center staff. If you feel the matter has not been resolved, you may write to the Equal Opportunity Officer, EAWDB/EPCOG, 418 Main Street, Clovis, NM 88101 and or request a copy of the Service Provider's Equal Opportunity (EO) Complaint and Non-EO, Non-Criminal Grievance Procedures.

The Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, the Civil Rights Act of 1964, and certain amendments to Education Acts (Carl Perkins, Adult, Higher Education, etc.) all as amended, guarantee you the right to make a complaint. You cannot in any way be penalized for talking to your employer, writing to the Equal Opportunity Officer, or filing a written complaint/grievance per available procedures. Pursuant to Federal Law the filing of a formal written Equal Opportunity (EO) or Handicap (Disability) Discrimination complaint must be made within 180 days of the alleged occurrence, with the exception of complaints alleging fraud or criminal activity. All complaints will be handled CONFIDENTIALLY.

I, _____, a WIA participant, have received orientation on my Civil Rights and the Participant's Complaint and Grievance Procedure.

Participant Signature

Date