WORKFORCE INNOVATION AND OPPORTUNITY ACT

Nondiscrimination and Equal Opportunity Policy

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 Lafonda Colbert (580) 357-3500** for assistance in the translation and understanding of the information in this document.

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Telephone Relay Service is available by dialing 711 or 800-722-0353

EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT: All Recipients and sub-recipients/subgrantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

South Central Oklahoma Workforce Board's Workforce Innovation and Opportunity Act Title I program funding statement can be found at https://scowib.info/funding

Caddo County, Grady County, McClain County, and City of Chickasha Labor Market Area
Comanche County, Cotton County, Tillman County, and City of Lawton Fort Sill Labor Market Area
Jefferson County, Stephens County, and City of Duncan Labor Market Area

PURPOSE: To establish South Central Oklahoma Workforce Board's (SCOWB) policy for Nondiscrimination and Equal Opportunity to comply with Oklahoma Workforce System Directive WSD #88-2024 Change #1

REFERENCES:

- Civil Rights Act of 1964 (Public Law 88-352) Titles VI and VII
- Education Amendments of 1972 (Public Law 92-318) Title IX
- Rehabilitation Act of 1973 (Rehab Act) (Public Law 93-112) Title V, Section 504
- Age Discrimination Act of 1975 (Public Law 94-135)
- Americans with Disability Act of 1990 (ADA) (Public Law 101-336)
- Workforce Innovation and Opportunity Act (WIOA) (Public Law 113-128) Sections 121(b), 183(c), and 188
- Title 29 CFR Part 38

POLICY:
Provisions of the Nondiscrimination Plan To provide a reasonable guarantee of compliance with the nondiscrimination and equal opportunity (EO) provisions of Section 188 of the WIOA and 29 CFR Part 38, the Governor must establish and implement a Nondiscrimination Plan for state programs as outlined in 29 CFR Section 38.54(a)(1). Previously known as the MOA under WIA, the WIOA Nondiscrimination Plan must, at a minimum, describe how the requirements outlined below have been satisfied.

Assurances
Contracts, cooperative agreements, job training plans, and policies and procedures must contain the nondiscrimination assurance specified in 29 CFR § 38.25 and 38.26. The nondiscrimination assurance must state the grant applicant will "comply fully with the nondiscrimination and equal opportunity provisions of the WIOA" (29 CFR Part 38 Preamble) and acknowledge the government's right to seek judicial enforcement of the nondiscrimination assurance. Also, in accordance with 29 CFR § 38.25, each application for federal financial assistance under WIOA Title I must include the nondiscrimination assurance. Application for assistance is defined as the process by which required documentation is provided to the Governor, recipient, or the DOL prior to, and as a condition of, receiving federal financial assistance under WIOA Title I (including both new and continuing assistance).

Nondiscrimination Statement
The South-Central Oklahoma Workforce Board (SCOWB) must maintain a policy to provide equal opportunity in all services and activities. Discrimination is strictly prohibited on the grounds of race, ethnicity, orientation, religion, sex, gender, national origin, age, disability, political affiliation, or belief,

and for beneficiaries only, citizenship or participation in a WIOA Title I-financially assisted program or activity.

Designation of Local EO Officer

SCOWB has designated Carol Estes as the Local EO Officer. SCOWB EO Officer is responsible for coordinating its obligation under these regulations and who has direct access to the Chief Elected Official (CLEO) and SCOWB Chair. The state requires that SCOWB must notify the State Equal Opportunity (EO) Officer and the Oklahoma Employment Security Commission (OESC) within 5 business days whenever the designation of the Local EO Officer changes.

Local EO Officers

The SCOWB EO Officer's responsibilities include the following:

- Serving as the liaison with the State EO Officer and OESC.
- Investigating and monitoring the Local Area's and its subrecipients' WIOA Title I funded activities and programs.
- Reviewing the Local Area's organizations and its subrecipients' written policies.
- Developing, publishing, and enforcing the Local Area's discrimination complaint procedures.
- Conducting outreach and education about equal opportunity and nondiscrimination requirements consistent with 29 CFR § 38.40, and how an individual may file a complaint consistent with 29 CFR § 38.69.
- Participating in continuing training and education and ensuring that assigned staff receives the necessary training and support to maintain competency.
- Informing participants, employees, and program beneficiaries of their equal opportunity rights and responsibilities, and how the discrimination complaint process works.

An EO Officer may not be assigned any other (non-EO related) duties or activities that create either a real or apparent conflict of interest with responsibilities of an EO Officer.

SCOWB will assign sufficient staff and resources to the EO Officer to ensure compliance with the nondiscrimination and equal opportunity provisions of the WIOA and 29 CFR Part 38. Local Areas must submit a copy of their EO Officer's position description and organizational chart showing the relationship of EO Officer to the CLEO and LWDB Chair. Please submit the required documents via electronic mail to the following address: eoofficer@oesc.ok.gov.

SCOWB EO Officer's contact information such as name, position title, business address, including email address, and telephone number (voice and Telecommunications Device for the Deaf, which is also known as teletypewriter [TTY]), must be publicized at the local level through a variety of means, including posters, handouts, and listings in local directories.

SCOWB EO Officer's identity and contact information must appear on all internal and external communications related to equal opportunity issues.

Attending one annual training each program year is required and additional periodic trainings are recommended for the SCOWB EO Officer and assigned staff to keep abreast of equal opportunity issues. Resources for nondiscrimination and equal opportunity are available on the U.S. Department of Labor and Civil Rights Center websites and through the state EO Officer.

Notice and Communication of EO Policy and Procedures

A recipient must provide initial and continuing notice that it does not discriminate on any prohibited basis, including display and distributions of the notice/poster relating to "Equal 3 Opportunity is the Law." This notice/poster must meet the following criteria:

- Posted prominently, in reasonable numbers and places, in available and conspicuous physical locations and on the recipient's website pages.
- Disseminated in internal memoranda and other written or electronic communications with staff.
- Included in employee and participant handbooks or manuals regardless of form, including electronic and paper form if both are available.
- Provided to each participant and employee; the notice must be made part of each employee's and participant's file. It must be a part of both paper and electronic files if both are maintained (29 CFR § 38.36(a)).

The notice must be provided in appropriate formats to registrants, applicants, eligible applicants/registrants, and applicants for employment and employees and participants with visual impairments. Where notice has been given in an alternate format to registrants, applicants, eligible applicants/registrants, participants, applicants for employment and employees with a visual impairment, a record such notice has been given must be made part of the employee's or participant's file. The notice must be provided in appropriate languages other than English (29 CFR § 38.36(b)).

As it concerns communication, recipients must indicate that the WIOA Title I-financially assisted program or activity in question is an "equal opportunity employer/program," and that "auxiliary aids and services are available upon request to individuals with disabilities." This must be included on recruitment brochures and other materials that are ordinarily distributed or communicated in written and/or oral form, electronically and/or on paper to staff, clients, or the public at large, to describe programs financially assisted under WIOA Title I or the requirements for participation by recipients and participants.

Where such materials indicate that the recipient may be reached by voice telephone, the materials must also provide the TTY number or equally effective communications system, such as a videophone, captioned telephone, or a relay service.

Recipients that publish or broadcast program information in the news media must ensure that such publications and broadcasts state that the WIOA Title I-financially assisted programs or activity in question is an equal opportunity employer/program (or otherwise indicate that discrimination in the WIOA Title I-financially assisted program or activity is prohibited by Federal law) and indicate that auxiliary aids and services are available upon requests to individuals with disabilities.

A recipient must not communicate any information that suggests, by text or illustration, that the recipient treats beneficiaries, registrants, applicants, participants, employees, or applicants for employment differently on any prohibited basis, except as such treatment is otherwise permitted under federal law or regulation.

During each presentation to orient new participants, new employees, and/or the general public to its WIOA Title I-financially assisted programs or activity, whether this be in person or over the internet or using other technology, a recipient must include a discussion of rights and responsibilities under the nondiscrimination and equal opportunity provisions of WIOA Section 188 and 29 CFR Part 38, including the right to file a complaint of discrimination with the recipient or the Director of the Civil Rights Center (CRC). This information must be communicated in appropriate languages as required in 29 CFR § 38.9 and in formats accessible for individuals with disabilities as required in 29 CFR Part 38 and specified in Section 38.15.

Agency	Authority	Complaint Contact Information
U.S Department of Labor's Civil Rights Center	Inquiries about civil rights issues in the public workforce system.	Phone: 202-693-6500 Email: CivilRightsCenter@dol.gov TTY: 202-693-6516 Individuals who are deaf, hard of hearing, or have speech related impairment may dial 7-1-1 for telecommunication relay services
U.S Department of Labor's Civil Rights Center	If a complainant is dissatisfied with the local/state level decision on a complaint, they may file a complaint with the CRC within 30 days of receipt of	Online Information: https://www.dol.gov/agencies/oasam/centersoffices/civil-rights-center/external/how-to-filecomplaint Email: CRCExternalComplaints@dol.gov To send forms by:

	Notice of Final Action or within 120 days of the date of original complaint (if the state/local level fails to issue a Notice of Final Action.)	Mail: Director Civil Rights Center Attention: Office of External Enforcement U.S. Department of Labor 200 Constitution Ave NW Room N-4123 Washington, DC 20210 Fax: 202-693-6505 Attention: Office of External Enforcement
Oklahoma Employment Security Commission	Either upon (1) recusal or unavailability of the first line EO Officer; or (2) at any time the State EO Officer determines it is appropriate to assume jurisdiction of a discrimination complaint investigation.	Email: eoofficer@oesc.ok.gov Website: https://oklahoma.gov/workforce.html Mail: State Equal Opportunity Officer Oklahoma Employment Security Commission PO Box 52003 Oklahoma City, OK 73152-2003
Oklahoma Employment Security Commission Unemployment Insurance EO Officer	All complaints alleging discrimination in UI policies, practices, procedures, or determinations, including failure to provide language interpretation or translation services for limited English proficient persons, or auxiliary aids and services for individuals with disabilities. For complaints alleging an adverse UI determination in	Email: eoofficer@oesc.ok.gov Website: https://oklahoma.gov/workforce.html Mail: State Equal Opportunity Officer Oklahoma Employment Security Commission PO Box 52003 Oklahoma City, OK 73152-2003 Phone: 405-557-5496 TTY: 711 or 800-722-0353 Fax: 405-557-5489

	violation of WIOA Section 188, all UI appeals must be exhausted prior to assuming jurisdiction of the complaint.	
EO Officer for SCOWB	All non-UI complaints alleging discrimination under WIOA Section 188 and arising in the LWDB service area, e.g., complaints arising from services provided in an Oklahoma Works Center.	Email: carol@scworkforceboard.org Website: www.scowib.info Mail: Carol Estes, Equal Opportunity Officer 1727 W. Alabama Avenue, Trout Hall, Room 218 Chickasha, OK 73018 Phone: 405-315-0328 TYY: 711 or 800-722-0353

Data and Information Collection and Maintenance

Each recipient must collect and maintain nondiscrimination data. The system and format in which the records and data are kept must be designed to allow the Governor and the CRC to conduct statistical or other quantifiable data analyses to verify the recipient's compliance with Section 188 of the WIOA and 29 CFR Part 38.

Per 29 CFR § 38.42, each recipient must promptly notify the CRC Director, State EO Officer, and Executive Director of OESC when any administrative enforcement actions or lawsuits are filed against it alleging discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship or participation in a WIOA Title I-financially assisted program or activity. This notification must include the information required by 29 CFR § 38.42(a).

Communication of Equal Opportunity Issues to State EO Officer

For any communication identifying an equal opportunity and nondiscrimination issue with a LWDB, or for any matter that may quickly escalate to a formal complaint, the State EO Officer must be notified at eoofficer@oesc.ok.gov within three (3) business days of receipt. All equal opportunity and nondiscrimination related communications, including non-written communications, not recorded on the Discrimination Complaint Log, as explained in the WIOA Section 188 Discrimination Complaint Procedures shall be recorded on the Communications Log (see WIOA Section 188 Discrimination

Complaint Procedures policy). The purpose of the Communications Log is to keep track of any EO issue that arises, regardless of whether it constitutes a complaint.

These communications must also be logged on a Communication. Each EO Officer must submit a Communications Log quarterly to the State EO Officer at eoofficer@oesc.ok.gov on or before each of the following dates:

- March 31
- June 30
- September 30
- December 31

Affirmative Outreach

The guidelines found in 29 CFR § 38.40 require recipients to take appropriate steps to ensure they are providing equal access to their WIOA Title I-financially assisted programs and activities. These steps should involve reasonable efforts to include members of the various groups protected by 29 CFR Part 38 including but not limited to persons of different sexes, various racial and ethnic/national origin groups, various religions, limited English proficiency (LEP) individuals, individuals with disabilities, and individuals in different age groups. Such efforts may include, but are not limited to, the following:

- Advertising the recipient's programs and/or activities in media such as newspapers or radio programs that specifically target various populations.
- Sending notices about openings in the recipient's programs and/or activities to schools or community service groups that serve various populations.
- Consulting with appropriate community service groups about ways in which the recipient may improve its outreach and service to various populations.

Discrimination Prohibited Based on Disability

In providing any aid, benefit, service, or training under a WIOA Title I-financially assisted program or activity, whether directly or through contractual, licensing, or other arrangements, on the basis of disability, a recipient must not do any of the following:

- Deny a qualified individual with a disability the opportunity to participate in or benefit from the aid, benefit, service, or training, including meaningful opportunities to seek employment and work in competitive integrated settings.
- Afford a qualified individual with a disability an opportunity to participate in or benefit from the aid, benefits, services, or training that is not equal to those afforded others.
- Provide a qualified individual with a disability with any aid, benefit, service, or training that is not as effective in affording equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as that provided to others.

- Provide different, segregated, or separate aid, benefit, service, or training to individuals with disabilities, or to any class of individuals with disabilities, unless such action is necessary to provide qualified individuals with disabilities with any aid, benefit, service, or training that is as effective as those provided to others, and consistent with the requirements of the Rehabilitation Act as amended by the WIOA, including those provisions that prioritize opportunities in competitive integrated employment.
- Deny a qualified individual with a disability the opportunity to participate as a member of planning or advisory boards.
- Otherwise limit a qualified individual with a disability in enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving any aid, benefit, service, or training.

Accessibility Requirements

No qualified individual with a disability may be excluded from participation in, or be denied the benefits of a recipient's service, program, or activity or be subjected to discrimination by any recipient because a recipient's facilities are inaccessible or unusable by individuals with disabilities. In addition, recipients that receive federal financial assistance must meet their accessibility obligations under Section 504 of the Rehabilitation Act and the implementing regulations at 29 CFR Part 32. Some recipients may be subject to additional accessibility requirements under other statutory authority, including Title III of the Americans with Disabilities Act (ADA) that is not enforced by the CRC. As indicated in Section 38.3(d)(10), compliance with this part does not affect a recipient's obligation to comply with the applicable ADA Standards for Accessible Design.

All WIOA Title I-financially assisted programs and activities must be programmatically accessible. This includes providing reasonable accommodations for individuals with disabilities, making reasonable modifications to policies, practices, and procedures, administering programs in the most integrated setting appropriate, communicating with persons with disabilities as effectively as with others, and providing appropriate auxiliary aids or services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity.

Reasonable Accommodation and Reasonable Modifications for Individuals with Disabilities

With regard to any aid, benefit, service, training, and employment, a recipient must provide reasonable accommodations to qualified individuals with disabilities who are applicants, registrants, eligible applicants/registrants, participants, employees, or applicants for employment, unless providing the accommodation would cause undue hardship. For more information on what would constitute undue hardship as it relates to a reasonable accommodation of individuals with disabilities, please see the definition of “undue burden or undue hardship” in 29 CFR § 38.4(rrr)(1).

With regard to any aid, benefit, service, training, and employment, a recipient must also make reasonable modifications in policies, practices, or procedures when the modifications are necessary to

avoid discrimination on the basis of disability, unless making the modifications would fundamentally alter the nature of the service, program, or activity, which would constitute a fundamental alteration. For more information, see the definition of “fundamental alteration” found in 29 CFR § 38.4(z).

In those circumstances where a recipient believes that the proposed accommodation would cause undue hardship, or the proposed modification would fundamentally alter the program, the recipient has the burden of proving that compliance with this section would result in such hardship and alteration. The recipient must make the decision that the accommodation would cause such hardship or result in such alteration only after considering all factors listed in the definitions of "undue hardship" and "fundamental alteration." The decision must be accompanied by a written statement of the recipient's reasons for reaching that conclusion. The recipient must provide a copy to the State EO Officer of the statement of reasons to the individual(s) who requested the accommodation or modification.

If a requested accommodation would result in undue hardship or a modification would result in a fundamental alteration, the recipient must take any other action that would not result in such hardship or such alteration but would nevertheless ensure that individuals with disabilities receive the aid, benefits, services, training, or employment provided by the recipient. In addition, a recipient must take appropriate steps to ensure that communications with individuals with disabilities, such as beneficiaries, registrants, applicants, eligible applicants/registrants, participants, applicants for employment, employees, members of the public, and their companions are as effective as communications with others.

Intimidation and Retaliation Are Prohibited

No recipient may discharge, intimidate, retaliate, threaten, coerce, or discriminate against any individual because the individual has filed a complaint alleging any of the following:

- A violation of the WIOA
- Opposed a practice prohibited by the nondiscrimination and equal opportunity 9 provisions of the WIOA
- Furnished information to, or assisted or participated in any manner in an investigation, review, hearing, or any other activity related to administration of, exercise of authority under, or exercise of privilege secured by the nondiscrimination and equal opportunity provisions of WIOA or 29 CFR Part 38.

Sanctions

Sanctions are available for any violation of a nondiscrimination and equal opportunity issue within this policy and under 29 C.F.R. Part 38. Sanctions include any remedy legally available under WIOA laws and regulations.

Governor's Oversight and Monitoring Responsibilities for State Programs

The State EO Officer will conduct, at a minimum, annual monitoring reviews, which may include onsite visits. As the administrative entity, OESC may conduct desk reviews, on-site or virtual monitoring in addition to annual monitoring, of any issues identified or closely related to the equal opportunity and nondiscrimination issues raised in this policy. A corrective action plan must be submitted to the State EO Officer at eoofficer@oesc.ok.gov with remedies for all issues identified in the corrective action plan to be completed within 30 days or within a reasonable time frame agreed upon by all parties. The purpose of this is to ensure that all equal opportunity and nondiscrimination issues identified are proactively and promptly addressed to avoid intentionally or inadvertently violating civil rights.

ACTION REQUIRED: SCOWB will disseminate the Nondiscrimination and Equal Opportunity Policy to all SCOWB contractors, staff, and board members. All contractors, staff, and board members will be responsible for following this policy.

ATTACHMENTS:

Attachment A- EO Nondiscrimination Complaint Form
Attachment B- Discrimination Complaint Log

APPROVED:

WIOA EQUAL OPPORTUNITY AND NONDISCRIMINATION COMPLAINT FORM

This form should be used by anyone who wishes to file a discrimination complaint against any person(s)/entity while involved in Oklahoma WIOA funded programs. To file a discrimination complaint, complete this form, sign on page 4, and return to the Local Equal Opportunity Officer as follows:

Carol Estes, Equal Opportunity Officer
1727 W. Alabama Avenue, Trout Hall, Room 218
Chickasha, OK 73018
405-315-0328
Telephone Relay Service is available by dialing 711 or 800-722-0353

1. Complainant Information

◯ Miss ◯ Ms. ◯ Mrs. ◯ Mr. ◯ Other

Home Phone: ( )
Work Phone: ( )
Cell Phone: ( )

Name: _____

Address: _____

City, State, Zip: _____

2. Complainant's contact information

When is it a convenient time during business hours (8am – 5pm) to contact you by phone about this complaint?

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Day	Monday	Tuesday	Wednesday	Thursday	Friday
Time					
Phone					

3. Contact information for the person(s) this complaint is against:

Provide the name of the entity where the person(s) work(s):

Name(s) of person(s):

Address of person(s)/entity:	City, State, Zip:
Telephone Number:	Date of first occurrence: Date of most recent occurrence:

4. Tell us about the incident(s)

- Explain briefly what happened:
- Provide the date(s) when the incident(s) occurred.
- Indicate who this program discrimination complaint is against. Include names and titles, if possible.
- If other people were treated differently than you, tell us how they were treated differently.
- Attach any documents that you think might help us better understand your complaint.

5. Please list below any person(s) (witnesses) that we can contact for additional information to support or clarify the complaint.

Name	Address	Phone

WIOA EQUAL OPPORTUNITY AND NONDISCRIMINATION COMPLAINT FORM

6. If this complaint involves discrimination, please check the type of discrimination you experienced, such as age, race, color, religion, sexual orientation, national origin, physical or mental disability, etc. If you believe more than one basis was involved, you may check more than one box.

☐ Age-provide date of birth	☐ Citizenship or status as an alien U.S. worker
☐ Color	☐ Disability
☐ National Origin	☐ Political Affiliation
☐ Political Belief	☐ Religion
☐ Retaliation	☐ Sexual Harassment
☐ Gender – *Specify* ☐ F ☐ M	☐ Status as a program participant under the Workforce Innovation and Opportunity Act (WIOA)
☐ Race – *indicate race*	☐ Other *(specify)*
☐ Of Hispanic or Latino Origin	
☐ Not of Hispanic or Latino Origin	

7. Have you previously filed a complaint against this person(s)/entity? ☐ Yes ☐ No

If Yes, answer the questions below. If No, move to Section 8.

a. Was your complaint in writing? ☐ **Yes** ☐ **No**
b. On what date did you file the complaint?
c. Name of office where you filed your complaint:

Address: _____
City: _____
Phone: _____
Contact person *(if known)*: _____

d. Have you been provided a final decision or report? ☐ **Yes** ☐ **No**
If you marked "Yes", please attach a copy of the complaint decision or report.

8. What corrective action or remedy do you seek? Please explain:

9. Choosing a personal representative:

- You may choose to have someone else represent you in dealing with this complaint. It may be a relative, friend, an attorney, or someone else.
- If you choose to appoint someone to represent you, all of our communication to you will be routed through your representative.

Do you want to authorize a personal representative to handle this complaint? ☐ **Yes** ☐ **No**

If **"Yes"**, complete the section below. If **"No"**, go to Section 10.

WIOA EQUAL OPPORTUNITY AND NONDISCRIMINATION COMPLAINT FORM

AUTHORIZATION OF PERSONAL REPRESENTATIVE		
I wish to authorize the individual identified below to act on my behalf as my personal representative, in matters such as mediation, settlement conferences, or investigations regarding this complaint.		
Name:		
☐ I am an attorney representing the complainant. ☐ I am not an attorney representing the complainant.		
Mailing address:		
City:	State:	Zip:
Phone:	FAX:	
E-mail:		

10. Alternate Dispute Resolution (ADR) also known as mediation.

Notice: You must indicate if you wish to mediate your case. The Equal Opportunity Officer cannot begin to process your complaint until you have made a selection. Please check "**YES**" or "**NO**" in the space below.

- Mediation is an alternative to having your complaint investigated.
- Neither party loses anything by mediating.
- The parties to the complaint review the facts, discuss opinions about the facts, and strive for an agreement that is satisfactory for both.
    - Agreement to mediate is not an admission of guilt by the person(s)/entity that you claim discriminated against you.
    - Mediation is conducted by a trained, qualified and impartial mediator.
    - You (or your Personal Representative) have control to negotiate a satisfactory agreement.
    - Terms of the agreement are signed by the complainant and the person(s)/entity that you claim discriminated against you.
    - Agreements are legally binding on both sides.
    - If an agreement is not reached, a formal investigation will start.
    - Failure to keep an agreement will result in a formal investigation.
    - A formal investigation will be opened if retaliation is reported.

- **Do you wish to mediate your complaint?** ☐ **YES**, I want to mediate. ☐ **NO**, please investigate.

If you select "YES", you will be contacted within five (5) business days with more information.

11. Complainant Signature:

You must sign this form for your complaint to be processed.

- **Faxed or otherwise electronically delivered complaints will be logged into our system; however, an official investigation cannot begin until the original, signed copy is received by our office.**

WIOA EQUAL OPPORTUNITY AND NONDISCRIMINATION COMPLAINT FORM

By signing below, I attest that all of the information contained in this complaint is true to the best of my knowledge. I request that the necessary action be taken to resolve this matter, and I release my personal records so that this matter may be thoroughly investigated. This release is only to the extent necessary to reasonably and fully investigate this matter and is not a general release of all my personal records.	
Signature:	**Date:**

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DISCRIMINATION COMPLAINT LOG

Name of Entity: SCOWB

Date of Complaint	Name of Complainant	Address of Complainant	Status of Complainant	DOL-funded program	Date of Alleged Discriminatory Incident	Grounds/(Bases) of Complaint	Description/ Issue of Complaint	Name of Respondent	Is Respondent a recipient? Yes or No	Disposition	Date of Disposition	ADR Yes or No	Complaint Completed By

Equal Opportunity Programs/Employer
Auxiliary aids and services available upon request for individuals with disabilities.
South Central Oklahoma Workforce Board's Workforce Innovation and Opportunity Act Title I program funding statement can be found at https://scowib.info/funding

OKLAHOMA WORKS
A proud partner of the AmericanJobCenter network