



CAPITAL AREA MICHIGAN WORKS! EQUAL OPPORTUNITY POLICY

Equal Opportunity is the Law

It is the policy of Capital Area Michigan Works! to assure that equal opportunity be provided under any contract, program, or activity made available by this agency whether carried out by this office directly or through a service provider, contractor, or other entity with whom this agency contracts for the delivery of program services. All recipients are required to actively promote equal opportunity within their respective organizations and to assure the equal treatment of all persons without discrimination on the basis of race, color, national origin, religion, age, sex, disability, political affiliation or belief. All recipients are assured equal treatment of all personal without discrimination against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA) or Workforce Innovation and Opportunity Act (WIOA), on the basis of the beneficiary's citizenship/ status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA or WIOA Title I-financially assisted program or activity, and other basis prohibited by state law and/or the regulations implementing workforce programs.

In carrying out this policy, Capital Area Michigan Works! and its providers will not discriminate in the following areas:

- Deciding who will be admitted, or have access, to any federally-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.

What to do if you believe you have experienced discrimination

If you think that you have been subjected to discrimination under a federally-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Carrie Rosingana Chief Operating Officer Equal Opportunity Officer Capital Area Michigan Works! 2110 S. Cedar St., Lansing, MI 48910 (517) 492-5506 Michigan Relay Center (800) 649-3777	Paula Mitchell, Equal Opportunity Officer Workforce Development Agency, State of Michigan 201 North Washington Square, 5th Floor Lansing, Michigan 48913 517-373-7675 (Voice), 1-888-605-6722 (TTY)	Director, Civil Rights Center (CRC) U.S. Department of Labor 200 Constitution Avenue NW, Room N-4123 Washington, D.C. 20210
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In accordance with the Americans with Disabilities Act, this policy will be made available in alternative format upon special request received by Capital Area Michigan Works! Relay Center call 711 or 800-649-3777 (Voice and TDD). An Equal Opportunity Employer/Center.
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If you file your complaint with Capital Area Michigan Works!, you must wait either until Capital Area Michigan Works! 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 Capital Area Michigan Works! does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the Capital Area Michigan Works! to issue that Notice before filing a complaint with CRC. 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 Capital Area Michigan Works!).

If Capital Area Michigan Works! does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Participant Signature: _____ Date: _____