

CATAWBA WIA INSTRUCTION PY01-03

TO: All PY'01 WIA Grantees

SUBJECT: Workforce Investment Act Rights Handout (**revised**)

ISSUANCE DATE: October 25, 2001

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Indefinite

Purpose: The purpose of this instruction is to transmit the attached rights and establish procedures for handling noncriminal complaints under the Workforce Investment Act (WIA). Nothing contained in the attached handout shall be deemed to prejudice the separate exercise of other legal rights in pursuit of remedies and sanctions available outside the Act.

Policy: Section 188 (a)(2) of the Act states in part that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.

Action: All WIA Grantees within the Catawba LWIA, shall provide initial and continuing notice to registrants, applicants and participants that they do not discriminate on any prohibited ground and advise them of their right to file a grievance/complaint. Grantees may use the attached handout or may develop their own, which, at a minimum, shall contain the notice and provisions in the attached handout. A signed copy of the handout shall be placed in each applicant's/participant's file. The handout must be provided in appropriate formats to individuals with visual impairments.

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CONTACT: If you have any questions regarding this instruction, please give me a call at 327-9041.

Robert A. Barber
SDA Administrator

Attachments