

**STATE OF DELAWARE, DEPARTMENT OF LABOR
DIVISION OF EMPLOYMENT AND TRAINING
APPLICANT'S OR REGISTRANT'S RIGHT UNDER WIA**

Equal Opportunity Is the Law

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, national origin, age, disability, political affiliation or belief, and

Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), 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 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 WIA 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.

What to Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIA Title I – financially assisted program or

Activity, you may file a complaint within 180 days from the date of the alleged violation with either:

The recipient's Equal Opportunity Officer (Thomas Smith/Beverly Benson)

Or

The Director, Civil Right Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If the DET 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 recipient 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 the recipient).

Interviewer	Date	Applicant/Registration	Date
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If the recipient 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.

Auxiliary aids and services are available upon request to individuals with disabilities.

The person(s) designated for all WIA-funded equal opportunity issues/complaints are:

EO Officer

Beverly Benson
Division of Employment & Training
4425 N. Market Street
Wilmington, DE 19802
E-mail: beverly.benson@state.de.us
PHONE: (302) 761-8087
FAX: (302) 761-4689
TDD/TTY: (302)761-6575

A complainant may file a complaint with Beverly Benson, Division of Employment and Training, 4425 N. Market Street, P.O. Box 9828, Wilmington, DE, 19809 or the Director. Complaints filed with the Director should be sent to: The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, D.C. 20210.

Each complaint must be filed in writing and must contain the following information:

The complainant's name and address (or another means of contacting the complainant); the identity of the respondent (the individual or entity that the complainant alleges is responsible for the discrimination);

A description of the complainant's allegations. This description must include enough detail to allow the Director of CRC or DET, as applicable, to decide whether:

- (I) CRC or DET, as applicable, has jurisdiction over the complaint.
- (II) Whether the complaint was filed in time.
- (III) The complaint has apparent merit; in other words, whether the complainant's allegations, if true, would violate any of the nondiscrimination and equal opportunity provisions of WIA.

The complainant's signature or the signature of the complainant's authorized representative.

The WIA representative will give the complainant a choice whether to use the Alternative Dispute Resolution (ADR) or the customary process.

A party to any agreement reached under ADR may file a complaint with the Director in the event the agreement is breached.