

WELCOME...to the Workforce Innovation and Opportunity Act (WIOA) Program!

As a WIOA Participant you have civil rights that are protected under Federal Law. The purpose of this notification is to make you aware of your rights and how to protect your interests while a participant in the program.

The Greater Peninsula Workforce Development Board requires that its Service Providers adhere to the Nondiscrimination and Equal Opportunity Provisions contained in Section 188 of WIOA, as implemented under Title 29 of the Code of Federal Regulations (CFR) Part 38. These regulations essentially provide that no one enrolled in a WIOA funded program may be discriminated against because of race, color, sex, national origin, disability, religion, age, or political affiliation or belief.

This means that:

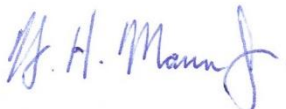
- No benefits or services may be denied to you because of your race, color, or the country in which you or your parents were born;
- You may not be segregated or treated any differently from other enrollees because of your race, color, sex, national origin, disability, sexual orientation or status as a parent, while you are being registered, interviewed, counseled, or tested, or while you are working or attending classes as part of the program; and
- You must be provided an equal chance to use all facilities available in the program.

If you feel any time during your participation in the WIOA Program that you have been subjected to discriminatory or unfair practices, you may submit a written complaint to Ms. Shannon Trochuck, Equal Opportunity (EO) Officer, Peninsula Council for Workforce Development, 11820 Fountain Way, Suite 301, Newport News, VA 23606-4478. Complaints may also be submitted via e-mail to Ms. Trochuck at [strochuck@pcfwd.org](mailto:strochuck@pcfwd.org).

Section 38.69 of 29 CFR Part 38 guarantees you the right to make a complaint within 180 days of an alleged act of discrimination. Note that you shall not in any way be penalized for either calling a concern to the attention of your service provider/employer or submitting a written complaint to the Peninsula Council for Workforce Development for review and action as may be appropriate.

All complaints will be handled promptly and any questions concerning this policy are welcomed and may be directed to Ms. Trochuck.

Sincerely,



William H. Mann, Jr.  
Executive Vice President and COO