



### EQUAL OPPORTUNITY IS THE LAW

The Orange County Workforce Development Board (OCWDB) and Workforce Innovation and Opportunity Act (WIOA) recipients are prohibited from discriminating against any individual in the United States, on the basis of race; color; religion; sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity); national origin (including limited English proficiency); age; disability; political affiliation or belief; or against any beneficiary of, applicant to, or participant in, programs financially assisted under Title I of the *Workforce Innovation and Opportunity Act* (WIOA), on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

OCWDB and all its WIOA recipients must not discriminate in any of the following areas: Deciding who will be admitted, or have access, to any WIOA 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.

OCWDB and all its WIOA Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, Recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

### WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within **180 days** from the date of the alleged violation with either [City of La Habra](#) OR with the OCWDB's Equal Opportunity Officer OR the Director, Civil Rights Center (CRC), U.S. Department of Labor 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210; or electronically as directed on the CRC website at [www.dol.gov/crc](http://www.dol.gov/crc).

Once you file your complaint, you will be given the opportunity within 10 days to resolve your complaint through an informal conference. If your complaint is not resolved through the informal conference, it will be referred to OCWDB's Equal Opportunity Officer for a hearing. OCWDB must issue a written Notice of Final Action within 90 days of the date the complaint was initially filed.

If you file your complaint with [City of La Habra](#) or directly with OCWDB, you must wait until 90 days have passed without receiving a written Notice of Final Action before filing your complaint with CRC. You must file your CRC complaint within 30 days of the 90-day deadline (within 120 days after the day on which you initially filed your complaint). If you received a Notice of Final Action but you are dissatisfied with OCWDB's decision, you may file an appeal with CRC within 30 days of the date on which you received the Notice of Final Action.

[City of La Habra](#)  
[Lucy Coelho-LaFreniere](#)  
City Hall  
110 E. La Habra Blvd.  
La Habra, CA 90631  
(562) 383-4079

OCWDB EO Officer  
OC Community Services-  
Community Investment Division  
1300 South Grand Ave, Bldg. B  
Santa Ana, CA 92705  
(714) 480-6550

Civil Rights Center (CRC)  
U.S. Department of Labor  
200 Constitution Avenue NW,  
Room N-4123  
Washington, DC 20210  
[www.dol.gov/crc](http://www.dol.gov/crc)

I understand these procedures as explained by Staff. A full copy of these procedures is available to me upon request.

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent/Guardian Signature (if minor) \_\_\_\_\_ Date \_\_\_\_\_

This WIOA Title I-financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Request for services, aids, and/or alternative formats need to be made by calling: TDD/TTY users 711 or TTY users 711 or 1-800-735-2922.