



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

Equal Opportunity Is the Law

It is against the law for the Lake County Workforce Development Department (WDD), a recipient of Federal financial assistance to discriminate on the following basis:

The U.S. Department of Labor's Civil Rights Center (CRC) enforces Section 188 of WIOA. Signed by President Obama on July 22, 2014, WIOA superseded the Workforce Investment Act (WIA) as the Department's primary mechanism for providing financial assistance for a comprehensive system of job training and placement services for adults and eligible youth. Section 188 prohibits discrimination against individuals in any program or activity that receives financial assistance under Title I of WIOA as well as by the one-stop partners listed in WIOA Section 121(b) that offer programs or activities through the one-stop/American Job Center system. Section 188 prohibits discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, citizenship status or because of an individual's participation in a program or activity that receives financial assistance under Title I of WIOA

The recipient must not discriminate in any of the following areas:

Deciding who will be admitted, or have access to any WIOA Title 1-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 WIOA Title 1-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 (or the person whom the recipient has designated for this purpose); or
The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210

If you file your complaint with the recipient, you must wait until the recipient 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 the recipient 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.)

If the recipient does not give you 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 complaint within 30 days of the date on which you received the Notice of final Action.

Once recipient gives you written Notice of Final Action on your complaint, and you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your complaint within 30 days of the date on which you received the Notice of Final Action.

**Recipient: Lake County (WDD)
Lake County, Illinois**

Address: 1 North Genesee

Waukegan, Illinois 60085

EEO Officer: Demar Harris

Telephone No. 847-377-3423

TTY 1-847-978-9008

E-mail: dharris@lakecountyil.gov

**Lake County Workforce Development Department (WDD)
Individual Rights to Privacy of Personal Information**

1. The WDD is required by Federal Regulations and by the United States Secretary of Labor to obtain personal information about WDD applicants and registrants. You, as a WDD applicant and/or registrant, are required to provide information for the customer forms (e.g. WDD Application, Registrant Personal Information Form and Employability Development Plan, Exiter and Follow-up Forms). Refusal on your part to supply such information may limit the services that can be provided to you.
2. The information supplied by you will be used to decide which services are best suited to your needs and to evaluate your progress in the WDD programs. The State of Illinois Department of Commerce and Economic Opportunity, the WDD (with whom you have applied), will have access to the information given by you on your application. **Only your name, and the fact that you are a WDD applicant and/or registrant, is public information.** No other personal information about you will be released to any agency, or public body, (other than those listed above) without your expressed permission/consent. No personal information about you will be released except in response to a mandatory legal request (for example, a subpoena) without your permission.
3. Your personal information will be compiled and filed using a regular manual filing system or by a computer system (the Illinois Workforce Development System).
4. Your personal data, in either file, is fully available to you for your inspection, upon written request, copies will be provided to you.
5. If you wish to correct/amend, or further explain any of the information in your records, you may do so. The WDD is required to acknowledge, in writing, the fact that you have requested an opportunity to correct or explain your personal information. An investigation of the information in question will be conducted. If a dispute arises between you and the WDD as to changes in you record, the fact that you have contested the validity of your personal information will be entered into your record. If you are dissatisfied with the investigation of your record, you may appeal to the Director of the WDD. If the Director fails to resolve the above dispute within thirty (30) days of receipt of your complaint, it will be forwarded to the Lake County WDD – EO Officer. You will be assisted in the effort.

I have reviewed and I understand the following: **Equal Opportunity Is the Law** and the **Individual's Right to Privacy of Personal Information.**

Applicant/Registrant Signature

Date

Witnessed by

Date