

EQUAL OPPORTUNITY IS THE LAW

It is against the law for the Howard County Workforce Development Area, as recipients of federal financial assistance, to discriminate on the following basis: 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 Innovation and Opportunity Act (WIOA), 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 WIOA Title I-financially assisted program or activity.

The Howard County Workforce Development Area must not discriminate in any of the following ways: 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.

If you think 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 Shelia Little, the Equal Opportunity (EO) Officer for the Howard County Workforce Development Area, located at 7161 Columbia Gateway, Ste. D., Columbia, MD 21046; or the Director, Civil Rights Center (CRC), U.S. Department of Labor (DOL), 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the EO Officer, you must wait either until the EO Officer 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 EO Officer does not give you a written Notice of Final Action within 90 days of the date on which you filed your complaint, you do not have to wait for the EO Officer 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 date on which you filed your complaint with the EO Officer).

If the EO Officer 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 the CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

**Veterans and eligible spouses will be given priority of service in time and funding.

Equal Opportunity Program: As an equal opportunity program; discrimination, in WIOA Title I financially assisted programs or activities is prohibited by federal law and by Howard County Government. Auxiliary aids and services are available upon request to individuals with disabilities. For accommodations in Howard County, please contact Stephanie Hill at 410-313-1060 or MD Relay 7-1-1 as soon as possible, but no later than 72 hours before the scheduled event.

The Personally Identifiable Information (PII) collected will be used as required by the Workforce Innovation and Opportunity Act, US Department of Labor, State of Maryland, and Howard County Government and will comply with the Privacy Act of 1974. The collection and use of all personal information is guided by strict standards of confidentiality.

This project is supported by the U.S. Department of Labor, Employment and Training Administration as part of awards totaling \$1,044,182 with 0% financed from non-governmental sources.