

**Verdugo Workforce Development Board**  
**Client Acknowledgement Regarding Nondiscrimination and Equal Opportunity Policy**

**Equal Opportunity is the Law**

It is against the law for this recipient 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 (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief.
- 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 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 recipient 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.

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 VWDB 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:

- 1) The Verdugo Workforce Development Board's Equal Opportunity Officer, Eliza Dzhanyan, 1255 South Central Avenue, Glendale, CA 91204; or
- 2) The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123 Washington, DC 20210.

If you file a claim with the VWDB, you must wait either until the VWDB 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 VWDB does not give you a written *Notice of Final Action* within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. 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 VWDB).

If the VWDB 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 of which you received the Notice of Final Action.

If you wish to see the Verdugo Workforce Development Board's Nondiscrimination and Equal Opportunity Policy, please ask a staff member.

My signature below serves as acknowledgement that I understand my rights under the Verdugo Workforce Development Board's Nondiscrimination and Equal Opportunity Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Verdugo Workforce Development Board**  
**Client Acknowledgement Regarding Grievance and Complaint Policy**

It is the policy of the Verdugo Workforce Development Board (VWDB) that if you believe an action of the VWDB to be a non-criminal violation of Title I of the Workforce Innovation and Opportunity Act (WIOA), its regulations, conditions or the grant or other agreements under WIOA, and that action adversely impacts you, you have the right to file a grievance.

The grievance must be in writing and must include:

1. Your full name, telephone number and address;
2. The name, telephone number and address of the respondent. The current Grievance Officer for the Verdugo Workforce Development Board (VWDB) is Onnig Bulanikian, 613 E. Broadway, Room 120, Glendale, CA 91206;
3. A statement of the facts describing the alleged violation;
4. The provisions of the WIOA, the WIOA regulations, grant, or other agreements under the WIOA, believed to have been violated;
5. If the grievance is against individuals, a description of how those individuals did not comply with the WIOA law, regulation, or contract; and
6. The remedy sought.

A grievance must be submitted within one year of the alleged violation.

Complainants will be offered an opportunity for informal resolution.

If the complaint cannot be resolved on an informal basis, you will be offered a hearing within thirty (30) days of filing the grievance. An impartial hearing officer shall conduct the hearing. You will have the right to present testimony and arguments, to call and question witnesses, to examine records or documents relevant to the issue, and to be represented.

No later than sixty (60) days of the filing of the grievance, the hearing officer shall mail you a written decision.

If the complainant does not receive a decision within 60 days of the filing of the grievance or receives an adverse decision, the complainant may file a grievance with the State of California.

The complainant has the right to receive technical assistance in filing a grievance.

If you wish to see the Verdugo Workforce Development Board's Grievance and Complaint Policy, which includes directions on how to file a grievance or an appeal, please ask a staff member.

My signature below serves as acknowledgement that I understand my rights under the Verdugo Workforce Development Board's Nondiscrimination and Equal Opportunity Policy.

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date