



Equal Opportunity Desk Audit for Entities Receiving Workforce Innovation and Opportunity Act (WIOA) Funds

Designation, Identification of Complaint Specialists

Dear WIOA Eligible Training Provider and WIOA One-Stop Training Employer,

The United States Department of Labor (USDOL), in Section 188 of the Workforce Innovation and Opportunity Act (WIOA) and 29 CFR Part 38, require each governor to establish a Methods of Administration (MOA) that includes a system for periodically monitoring the compliance of recipients, including eligible training providers (ETP) and On-the-Job Training (OJT) employers, to determine if they are conducting their WIOA Title 1 financially assisted program in a nondiscriminatory manner. Periodic monitoring must include, but is not limited to, records analysis and policy and process review to ensure compliance with federal equal opportunity regulations. Failure to participate and cooperate in these processes will result in removal from program participation.

The purpose of this survey is to assist the state in implementing its equal opportunity monitoring system and provide an initial assessment to ensure that WIOA programs, services, and employment, including those of subrecipients (WIOA eligible training providers) and contractors (OJT employers), are provided in a manner that ensures equal opportunity and nondiscrimination. This system will also ensure that applicants, participants, and employees who may be individuals with disabilities or who are limited in English proficiency will have access to WIOA financially-assisted programs, services and employment.

The Idaho Division of Human Resources requests training entities on the WIOA ETP list and employers who have participated in the WIOA OJT program complete the following survey no later than **September 1, 2020**. We estimate completing the survey will take no more than 10 to 15 minutes. We appreciate your cooperation in the process.

Thank you.



EO Desk Audit

1. Please identify the individual serving as your Equal Opportunity compliant specialist.
Click or tap here to enter text.
2. Please provide the name of the staff member who serves as a backup for this purpose.
Click or tap here to enter text.

Notice and Communication

3. Are the "Equal Opportunity is the Law" posters prominently displayed in your office in both English and Spanish in all areas used by customers and staff?
 Yes
 No
Comments: Click or tap here to enter text.
4. Is information about the right to file a complaint included in all staff (including on-the-job training participants) and/or student files?
 Yes
 No
Comments: Click or tap here to enter text.
5. When creating outreach materials, are both the taglines "Equal Opportunity Employer/Program" and "Auxiliary aids and services available upon request" included?
 Yes
 No
Comments: Click or tap here to enter text.
6. When preparing grant applications, agreements and contracts, do the documents include the required language stating all recipients must comply with the basic tenets of all nondiscrimination acts and laws?
 Yes
 No
Comments: Click or tap here to enter text.



7. What efforts does your office make to ensure that communications with individuals with disabilities are equally as effective as communications with individuals without disabilities?

[Click or tap here to enter text.](#)

Assurances and Training

8. Are your staff or students aware of your organization's responsibility to comply with federal laws as they relate to the Civil Rights, Equal Opportunity, Age Discrimination and Americans with Disabilities acts or laws?

Yes

No

Comments: [Click or tap here to enter text.](#)

9. Are your employees aware of your organization's sexual harassment, equal opportunity and nondiscrimination policies?

Yes

No

Comments: [Click or tap here to enter text.](#)

10. Do you have equal opportunity and nondiscrimination policies in place for review if necessary?

Yes

No

Comments: [Click or tap here to enter text.](#)

Accessibility

11. Does your parking area include designated parking with appropriate signage for customers with disabilities?

Yes

No

Comments: [Click or tap here to enter text.](#)

12. Are the entrances to your building accessible to customers with disabilities?

Yes

No

Comments: [Click or tap here to enter text.](#)

13. Does your building feature a designated restroom or restroom stall with the appropriate signage for customers with disabilities?

Yes

No



Comments: [Click or tap here to enter text.](#)

14. When services, activities, and workshops, are provided, are they delivered in an area accessible to customers with disabilities?

Yes

No

Comments: [Click or tap here to enter text.](#)

15. Are auxiliary aids, services, or reasonable, accommodations provided to customers with disabilities?

Yes

No

Comments: [Click or tap here to enter text.](#)

16. Do you have a written policy explaining reasonable accommodation?

Yes

No

Comments: [Click or tap here to enter text.](#)

Universal Access

17. Is information provided to people with limited English-speaking proficiency (LEP) in their own language?

Yes

No

Comments: [Click or tap here to enter text.](#)

18. Is there signage, customized workshops, language line, etc., to ensure limited English proficient customers have universal access to your service? Is there a specific LEP policy in place?

Yes

No

Comments: [Click or tap here to enter text.](#)

19. If needed, can an American Sign Language interpreter be provided for customers?

Yes

No

Comments: [Click or tap here to enter text.](#)



20. Are TDD/TTY or Relay Service available for customer who are deaf or hard of hearing?

Yes

No

Comments: [Click or tap here to enter text.](#)

Record Keeping

21. Is equal opportunity data collected on customers, applicants, registrants, participants, employees and applicants for employment?

Yes

No

Comments: [Click or tap here to enter text.](#)

22. Are student/staff medical records kept confidential?

Yes

No

Comments: [Click or tap here to enter text.](#)

Complaint Procedures

23. Are staff/students familiar with complaint procedures?

Yes

No

Comments: [Click or tap here to enter text.](#)

24. Are complainants made aware that retaliation for filing a discrimination complaint is prohibited?

Yes

No

Comments: [Click or tap here to enter text.](#)