

The law prohibits this recipient of Federal financial assistance from discriminating on the following grounds:

Against any individual in the United States because of race, color, religion, sex, national origin, age, disability, political affiliation, or belief; and

By reason of citizenship or because you are an immigrant legally authorized to work in the United States and a beneficiary of any program that receives financial support under Title I of the Job Innovation and Opportunity Act (WIOA); or for participating in any program or activity that receives financial support from WIOA Title I.

This recipient shall not discriminate in any of the following ways:

Decide who will be admitted, or have access, to any program or activity that receives financial support under WIOA;

provide opportunities in, or treatment of, anyone with respect to such program or activity, or make employment decisions in the administration, or in connection with such program or activity.

#### **WHAT TO DO IF YOU THINK YOU'VE BEEN DISCRIMINATED AGAINST**

If you believe you have been discriminated against under a program or activity that receives financial support under WIOA Title I, you may file a complaint no more than 180 days after the date of the alleged violation with: The recipient's equal opportunity officer (or the recipient's designated person for this purpose); or

Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file a complaint with the recipient, you must wait until the recipient issues a final written decision, or at least 90 days (whichever comes first), before filing a complaint with the Center for Civil Rights (CRC) at the address listed above.

If the recipient does not give you a final written decision within 90 days after the day you filed your complaint, you do not have to wait for the recipient to issue the decision before filing your complaint with the CRC. However, you need to file your complaint with the CRC within 30 days after the 90-day deadline (in other words, within 120 days after the date you filed the complaint with the recipient).

If the recipient issues a final written decision, but you are not satisfied with the outcome, you can file a complaint with the CRC. You must file your complaint with the CRC within 30 days after you receive the final written decision.

**For more information, or to file a complaint, please contact**

**Equal Opportunity Officer:**  
Carrie McCullough  
[cmccullough@lanastercountywib.com](mailto:cmccullough@lanastercountywib.com)  
Lancaster County Workforce Development Board  
1046 Manheim Pike  
Lancaster, PA 17601  
717.735.0333  
TDD/TTY: 717.391.3570

**Equal Opportunity Liaison:**  
Tom Woronko  
[tworonko@pa.gov](mailto:tworonko@pa.gov)  
PA CareerLink of Lancaster County  
1046 Manheim Pike  
Lancaster, PA 17601  
717.509.5613 EXT. 254  
TDD/TTY: 717.391.3570



## RECEIPT STATEMENT APPLICANT/PARTICIPANT

I hereby certify that I have read and understand my "Civil Rights" and as an Applicant/Participant in the WIOA program I sign this document as evidence.

\_\_\_\_\_  
Signature of Applicant/Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Testigo representing WIOA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lancaster County PA CareerLink, 1046 Manheim Pike, Lancaster, PA 1760 1

Witness (name and address where this document was received and signed).

Note: This document must be kept on file with the Applicants/Participants.