

**EQUAL OPPORTUNITY IS THE LAW**

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

- 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 of 2014 (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 programs or activities;
- 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 WIOA you may file a written complaint within 180 days from the date of the alleged violation with either:

Haley Allen, Local Equal Opportunity Officer  
201 Government St., Maysville, KY 41096  
Email: hallen@btadd.com  
Phone #: 606-564-6894

**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 local EO Officer, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing an appeal with the Civil Rights Center (see address above).

You must file your CRC complaint within 120 days from the day on which you filed your original complaint with the local EO officer.

If the local EO officer provides you with a 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 CRC complaint within **30** days of the date on which you received the Notice of Final Action.

**Acknowledgement Statement for Funded Services**

**I certify that I have been furnished a copy of this Equal Opportunity is the Law Notice, and that the Notice has been discussed with me.**

\_\_\_\_\_  
**Applicant/Participant/Employee**

\_\_\_\_\_  
**Date**