

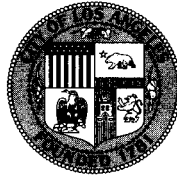
CITY OF LOS ANGELES

CALIFORNIA

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GENERAL MANAGER

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014



JAMES K. HAHN
MAYOR

DATE: **SEP 2 2003**

TO: **Full Service WorkSource Centers; Satellite WorkSource Centers; WIA Youth Contractors, Leads and Joins; Youth Opportunities Movement**

FROM: **Ann Giagni, Director
Workforce Development Division**

SUBJECT: **DIRECTIVE NO: 04-08**

**TRANSMITTAL OF TRANSLATED EEO IS THE LAW STATEMENT
AND WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED
DISCRIMINATION STATEMENT**

BACKGROUND

Element 4 of the Methods of Administration under the Workforce Investment Act (WIA) focuses on universal accessibility of services. 29 CFR 37.42 (Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998) addresses the responsibilities of each WIA grant recipient:

Recipients must take appropriate steps to ensure that they are providing universal access to their WIA Title I-financially assisted programs and activities. These steps should involve reasonable efforts to include members of both sexes, various racial and ethnic groups, individuals with disabilities, and individuals in differing age groups. Such efforts may include, but are not limited to:

- a) Advertising the recipient's programs and/or activities in media, such as newspapers or radio programs that specifically target various populations;
- b) Sending notices about openings in the recipient's programs and/or activities to schools or communities that serve various populations; and,
- c) Consulting with appropriate community service groups about ways in which the recipient may improve its outreach and service to various populations.

Executive Order 13166 (January 17, 2001) gives Policy Guidance on the Prohibition Against National Origin Discrimination as it Affects Persons With Limited English Proficiency. A copy of this document was transmitted with Directive 3-13.



By means of this directive, copies of translations of the EEO is the Law statement and the What to Do If You Believe You Have Experienced Discrimination statement are being transmitted to the EO Complaints Officer of each WorkSource Center or Lead Agency. The translations are provided in the following languages:

Chinese	Korean
Japanese	Cambodian
Vietnamese	Spanish
Russian	Tagalog
Farsi	Armenian

A copy of this directive is being sent to other key staff at each WorkSource Center and Lead Agency. If you need a copy of the EEO is the Law statement and the What to Do If You Believe You Have Experienced Discrimination statement in any of these languages, please contact your designated EO Complaints Officer.

ACTION REQUIRED

Copies of the translations of the EEO is the Law statement and the What to Do If You Believe You Have Experienced Discrimination statement should be made available at Orientation presentations. If a participant's primary language is other than English, the participant should be offered a copy of the EEO is the Law statement and the What to Do If You Believe You Have Experienced Discrimination statement in their primary language. It should be noted in the participant file that the participant received a copy of the EEO is the Law statement and the What to Do If You Believe You Have Experienced Discrimination statement in another language (specify which language), as well as English. This should be done on the acknowledgment of receipt of EEO is the Law statement and the What to Do If You Believe You Have Experienced Discrimination statement form.

You have previously received poster-sized copies of the EEO is the Law statement and the What to Do If You Believe You Have Experienced Discrimination statement in English (Directives 3-14 and 3-20). These directives mandated the posting of these statements. Because of space limitations, it is optional to post the EEO is the Law statement and the What to Do If You Believe You Have Experienced Discrimination statement in all the languages. Please note that you also received a diskette with the EEO is the Law statement and the What to Do If You Believe You Have Experienced Discrimination statement to be used in conjunction with the assistive technology at your center (Directive 3-21).

The Local Workforce Investment Area (LWIA) has a clear mandate to improve access to persons with Limited English Proficiency. Your effective use of these translated materials will assist in this goal.

If you have any questions regarding this matter, please contact Maureen Brown at (213) 485-2996.