



Workforce Innovation and Opportunity Act (WIOA) Administrative Policy #115
Replaces Policy AP #14-03

Subject: Equal Opportunity and Related Notices and other Communication requirements

Effective Date: January 1, 2021

References: Commonwealth of Virginia Non Discrimination Plan

Issued to: **All Capital Region Workforce Partnership (CRWP) staff, contracted service provider and other subrecipients using federal WIOA funds made available by the CRWP**

Purpose:

To convey certain requirements of the WIOA nondiscrimination provisions relating to use of “tag lines” in communications of the Capital Region Workforce Partnership (CRWP) and Board and contracted service providers/recipients. Language regarding federal funding sources is also included within this policy.

Policy:

“Tag lines” and other related information must be included in any materials, publications, or broadcasts (including a recipient’s website) that:

- describes any program or activities that receive financial assistance under WIOA Title I, or
- explain the requirements for participation in such programs or activities,
- this category includes materials and information that are distributed by any method, including:
 - orally
 - in writing
 - electronically
- it also includes materials and information that are distributed to:
 - staff
 - clients/participants
 - the public at large

Materials and information in this category must include two types of notice: “tag line” and Relay Service for persons who are hearing impaired whenever and wherever a contact phone number is listed. The “tag line” must

be included on the websites of the recipients and the service provider. The “tag line” must include the exact text of the following two tag lines:

- “Equal Opportunity employer/program”
- “Auxiliary aids and service available upon request to individuals with disabilities”

The only exception to the requirement that the exact text be used is in cases in which the information is being published or broadcast by the news media, such as newspaper or television or radio station. In those cases, the exact text of the tag lines need not be used, as long as the essential information in each of the tag lines is accurately conveyed.

The CRWP, its contracted service providers and its recipients must utilize Virginia Relay 711 or other alternative contact numbers if the materials, publications, or broadcasts in the category described above include a telephone number for voice contact with the recipient.

Service providers must provide persons with limited English Proficiency, the EO Poster/Notice, in appropriate languages for persons with limited English proficiency.

Required Actions:

- 1) Any materials, publications, website and communications as described in the policy statement issued by the CRWP or its contracted service providers / subrecipients must include the following taglines:

“Virginia Career Works – Capital Region is an Equal Opportunity employer/program. Auxiliary aids and service available upon request to individuals with disabilities”. If a phone number is included, Virginia Relay 711 must also be included.

The notice must also identify the funding level in terms of a percentage or dollar amount of program or project support attributed to federal funding under the Workforce Innovation and Opportunity Act.

- 2) As an added measure of awareness, all CRWP staff and service provider staff email signatures must include the same information. See example below:

Brian K. Davis, Executive Director
Capital Region Workforce Partnership
1001 N. Laburnum Ave. – Suite B
Henrico, VA 23223
804-652-3220/ Virginia Relay 711

Virginia Career Works – Capital Region is an Equal Opportunity employer/program. Auxiliary aids and service available upon request to individuals with disabilities.

- 3) Costs of any giveaways such as pens, pencils, portfolio pads, flash drives, CDs, shirts, etc. that are produced or purchased with WIOA funds will only be permitted under limited circumstances and require prior approval from the CRWP director. Service providers and staff are encouraged to find non-federal resources to pay for giveaway items, or seek donations of these items by partners.