



If the parties voluntarily consent to engage in mediation, but the mediation is unsuccessful, the LWIA EO Officer shall continue investigation of the complaint, and issue a notice of final action.

Within 90 calendar days of receipt of a signed, written discrimination complaint that has been accepted for investigation, the LWIA 24 EO Officer shall issue a notice of final action resolving the issue(s) accepted for investigation. The notice of final action shall contain findings of fact and reasons for finding that prohibited discrimination did, or did not occur. The complainant shall be provided notice of further rights s/he may have.

If the LWIA 24 EO Officer does not issue a notice of final action within 90 calendar days of receipt of a signed, written discrimination complaint, the complainant shall have the right to file the discrimination complaint within 30 calendar days (120 calendar days from the date of the LWIA 24 EO Officer’s receipt of a signed, written discrimination complaint) with the Director, Civil Rights Center, U.S. Department of Labor, 200 Constitution Avenue, NW, Room N-4123, Washington, DC 20210, CRCEXternalComplaints@dol.gov.

Illinois Employment & Training Centers *Find the Center Closest to You*

Belleville

4519 West Main St.
Belleville, IL 62223
618.277.5678

Satellite Centers

Clinton County

851 Fairfax
Carlyle, IL 62231
618.594.4520

Randolph County

1 Taylor Street
Chester, IL 62233
618.826.4709

Monroe County

100 S. Main Street, Rm. 19
Waterloo, IL 62298
618.939.3332

Washington County

9631 Wall Street
Nashville, IL 62263
618.327.4191

St. Clair County

Local Workforce Investment Area 24

19 Public Square, Ste. 200 • Belleville, IL 62221 • 618-277-6790

English

(800) 526-0844 - TTY
(800) 526-0857 - Voice

Spanish

(800) 501-0864 - TTY
(800) 501-0865 – Voice

Southwestern Illinois workNet™ are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities at **Southwestern Illinois workNet™ Centers**

Sponsored by Illinois Department of Commerce and Economic Opportunity.

LOCAL WORKFORCE INVESTMENT AREA 24

Discrimination Complaint Procedures

Equal Opportunity Employer/Program, Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity is The Law

NONDISCRIMINATION POLICY

As a recipient of funds under Title I of the Workforce Investment Act of 1998 (WIA), Local Workforce Investment Area 24 (LWIA 24) must comply with Section 188 of WIA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief as well as against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or on the basis of a beneficiary's participation in any WIA Title I—financially assisted program or activity. These nondiscrimination mandates apply to all LWIA 24 offices, their satellite offices and affiliates, Workforce Investment Board members, and any other contractor or entity with which LWIA 24 arranges to carry out its programs and activities.

It is LWIA 24's policy that no one be punished, penalized, or otherwise retaliated against for filing a discrimination complaint, assisting another person in filing a discrimination complaint, furnishing information in a discrimination complaint investigation, or participating in the mediation of a discrimination complaint.

WHO MAY FILE A DISCRIMINATION COMPLAINT?

Any person who believes s/he, or any specific class of individuals, has been (or is being) subjected to discrimination prohibited by WIA as set forth above, may file a written complaint, either by himself or herself, or through an authorized representative. This includes, but is not limited to, registrants, applicants, eligible registrants, eligible applicants, participants, employees, applicants for employment, and eligible service providers of WIA Title I- financially assisted programs and activities.

WHERE MAY A DISCRIMINATION COMPLAINT BE FILED?

A complaint alleging discrimination in a WIA-Title I financially-assisted program or activity initially may be filed with one of the following three individuals: (1) Ms. Linda Franks, Program Auditor/LWIA 24 Equal Opportunity (EO) Officer, St. Clair County Intergovernmental Grants Department, 19 Public Square, Suite 200, Belleville, IL 62220, Telephone: (618) 277-6790, TTY: (618) 277.5886, lfranks@co.st-clair.il.us (hereinafter referred to as the LWIA 24 EO Officer); or the State WIA EO Officer, Illinois Dept. of Commerce and Economic Opportunity, Office of Equal Opportunity Monitoring and Compliance, 500 E. Monroe, Springfield, IL 62701, or (3) Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue, NW, Room N-4123, Washington, DC 20210, CRCExternalComplaints@dol.gov.

WHAT FORMS SHOULD BE USED TO FILE A DISCRIMINATION COMPLAINT?

Complainants are encouraged to file a discrimination complaint by completing the LWIA 24's "WIA Discrimination Complaint Form" (Form EO-1) and "Consent Form," which are available at the following link: www.mawib.com. Or, the complainant may contact the LWIA 24 EO Officer for assistance in obtaining and completing the forms: Ms. Linda Franks, Program Auditor/LWIA 24 EO Officer, St. Clair County Intergovernmental Grants Department, 19 Public Square, Suite 200, Belleville, IL 62220, Telephone: (618)277-6790, TTY: (618) 277.5886, lfranks@co.st-clair.il.us.

WHEN MUST A DISCRIMINATION COMPLAINT BE FILED?

A complaint must be filed with the LWIA 24 EO Officer or the Director of the CRC within 180 days of the date the alleged discrimination occurred.

WHAT INFORMATION MUST A DISCRIMINATION COMPLAINT INCLUDE?

Regardless of where a discrimination complaint is filed, it must be in writing and signed by the complainant or the complainant's authorized representative, and it must include: (1) the name and contact information for the complainant; (2) the name and contact information for the recipient that committed the alleged discriminatory act(s); and (3) a description of the alleged discriminatory act(s) in sufficient detail to allow a reader to understand what act(s) occurred, when the act(s) occurred, and the alleged reasons for the discrimination (e.g., race, age, national origin).

RIGHT TO REPRESENTATION

The complainant has the right to be represented in the complaint process by an attorney, or other representative. Written notice, identifying the representative, must be provided to the LWIA 24 EO Officer, the State EO Officer, or to the Director of the Civil Rights Center, depending on where the complaint is filed.

WHAT TO EXPECT FOR COMPLAINTS FILED WITH THE LWIA 24 EO OFFICER

Within 30 calendar days of receipt of a signed, written discrimination complaint, the LWIA 24 EO Officer will assess the complaint for jurisdiction (authority to investigate) and timeliness. If the LWIA 24 EO Officer determines the complaint is untimely filed, or that there is no jurisdiction to investigate the complaint, the complaint will not proceed to the next level of investigation, and the complainant will receive a written notice of final action setting forth the reasons for rejecting the complaint along with a notice of the complainant's rights.

If, within 30 calendar days of receipt of a signed, written discrimination complaint, the LWIA EO Officer determines the complaint is timely and there is jurisdiction to investigate it, then written notice shall be issued to all parties to the complaint (the complainant(s) and recipient(s)) notifying them of the issue(s) accepted for investigation, the right of each party to be represented, and the right of the parties to voluntarily consent to mediation.