



## EQUAL OPPORTUNITY IS THE LAW

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

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 IB of the Workforce Investment Act of 1998 (WIA), 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 WIA Title IB-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 WIA Title IB-financially assisted program or activity;
- 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 you have been subjected to discrimination under a WIA Title IB-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

The State WIA Title I Equal Opportunity Officer  
 Suzanne Ferguson, Montana Department of Labor and Industry  
 P. O. Box 1728, Helena, Montana 59624  
 e-mail address: [sferguson@mt.gov](mailto:sferguson@mt.gov)  
 (406) 444-1620 / TDD/TTY (406) 444-0532  
 Fax: (406) 444-3037

### OR YOU MAY CONTACT THE CIVIL RIGHTS CENTER BY WRITING

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 state, you must wait either until a written Notice of Final Action is issued, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If you do not receive a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If you receive a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with the CRC. You must file your complaint with CRC within 30 days of the date on which you received the Notice of Final Action.

## I have read and understand the above policy

\_\_\_\_\_  
 Print Name of participant

\_\_\_\_\_  
 Social Security Number

\_\_\_\_\_  
 Signature of participant

\_\_\_\_\_  
 Date

Alternate Format for Visual Impairment? Yes \_\_\_ No \_\_\_ N/A \_\_\_

DOLI is an Equal Opportunity Employer/Program  
 Auxiliary aids and services are available upon request to individuals with disabilities

Distribution: Original in the participant's file; copy to participant