



U.S. Department of Labor Office of the Assistant Secretary for Administration and Management CIVIL RIGHTS CENTER Room N-4123 200 Constitution Avenue, NW Washington, DC 20210	CRC Directive No.: 2008 - 01
	Date of Issuance: January 23, 2008
	Date of Expiration: March 31, 2008

TO: STATE WORKFORCE AGENCY ADMINISTRATORS
 STATE WORKFORCE INVESTMENT ACT ADMINISTRATORS
 JOB CORPS CONTRACTORS
 JOB CORPS CENTER DIRECTORS
 STATE WORKFORCE AGENCY ACT EQUAL OPPORTUNITY OFFICERS
 STATE WORKFORCE INVESTMENT ACT EQUAL OPPORTUNITY OFFICERS

FROM: WILLIE ALEXANDER
 Acting Director
 Civil Rights Center

SUBJECT: Submission of Fiscal Years 2006 & 2007 Discrimination Complaint Logs

Purpose. This is to request that all State Workforce Investment Act (WIA) agencies, State Workforce agencies, and Job Corps program contractors to submit their discrimination complaint logs to the Civil Rights Center (CRC).

Background. From time to time, the Civil Rights Center (CRC) conducts reviews of recipients of financial assistance from the U.S. Department of Labor to evaluate compliance with applicable equal opportunity and nondiscrimination laws and regulations. Section 188 of WIA contains the nondiscrimination provisions applicable to WIA. The interim final regulations implementing the nondiscrimination provisions of WIA, 29 CFR Part 37.37(c), require each WIA Title I recipient to maintain and submit to the CRC, upon request, a log of complaints filed with it that allege discrimination on the grounds prohibited by Section 188.

For purposes of Section 188, Job Corps contractors and Center operators, national training contractors, and outreach and admissions contractors are considered recipients of Federal financial assistance.

The WIA nondiscrimination regulations require the Governor to establish and adhere to a Methods of Administration (MOA). In those States in which a single agency contains either the Wagner-Peyser Act or unemployment insurance, and WIA Title I-financially assisted programs, the Governor had the option of establishing a combined MOA. All States with this structure elected to submit combined MOAs. Accordingly, those States with combined MOAs are expected to maintain and submit a single discrimination complaint log covering all programs.

Also, all entities that operate programs or activities in the WIA One-Stop Career System are covered by the nondiscrimination regulations, and any complaints filed involving these entities should be recorded on the discrimination complaint log.

State Workforce Agencies that are not the primary State-level WIA recipient are also required to submit their discrimination complaint logs. These State Workforce Agencies, historically known as State Employment Security Agencies, administer Wagner-Peyser Act and/or unemployment insurance programs.

Action Required. State Workforce Agencies, WIA Agencies, and Job Corps Program Contractors are requested to submit complaint logs covering the fiscal year 2006 (October 1, 2005 to September 30, 2006) and fiscal year 2007 (October 1, 2006 to September 30, 2007), to the Civil Rights Center on or before **March 12, 2008**.

For WIA agencies, where the requirement for maintenance of the log has been decentralized to the Local Workforce Investment Area grant recipient level, the State shall be responsible for collecting the complaint logs and making a single consolidated submission.

For Job Corps Program Contractors that administer more than one Job Corps Center, the Contractor must submit a consolidated complaint log for all Job Corps Centers. The consolidated complaint log submission must be identifiable by Job Corps Center.

All discrimination complaint logs are to be submitted electronically utilizing the revised September 20, 2004 Microsoft Excel spreadsheet Discrimination Complaint Log provided by USDOL CRC. Copies of the Microsoft Excel spreadsheet Discrimination Complaint Log and the instructions are available on CRC website, at <http://www.dol.gov/oasam/programs/crc/compassis.htm>. All completed fiscal year 2006 and fiscal year 2007 complaint logs submissions should be emailed to Pir Ahmad of the CRC at ahmad.pir@dol.gov.

Inquiries. Questions regarding this request should be addressed to Pir Ahmad who can be contacted at (202) 693-6560 or by e-mail at ahmad.pir@dol.gov.