

# WRTP | BIG STEP

## EQUAL EMPLOYMENT OPPORTUNITY NOTICE

### EQUAL OPPORTUNITY IS THE LAW

It is against the law for WRTP/BIG STEP to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the individual's citizenship status or participation in any WIOA Title I financially assisted program or activity. WRTP/BIG STEP must not discriminate in any of the following areas: Deciding who will be admitted, or have access, to any WIOA Title I 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. WRTP/BIG STEP must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

### WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION:

If you think that you have been subjected to discrimination under a WIOA-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

#### Matthew Waltz

WRTP/BIG STEP  
3841 W Wisconsin Ave, Milwaukee, WI 53208  
414-342-9787

#### David Durán

WI Dept. of Workforce Development  
201 E. Washington Ave, PO Box 7972, Madison, WI 53707  
(608) 266-6889; (866) 275-1165 (TTY)

OR

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 WRTP/BIG STEP, you must wait either until WRTP/BIG STEP issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If WRTP/BIG STEP does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may then file a complaint with CRC. However, you must file your CRC complaint no later than 30 days after the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with WRTP/BIG STEP). If WRTP/BIG STEP does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

PRINT NAME	SIGNATURE	DATE
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WRTP/BIG STEP is an Equal Opportunity Employer and Service Provider. Auxiliary aids and services are available upon request to individuals with disabilities. If you need this information interpreted to a language you understand or in a different format, please contact Matthew Waltz, WRTP | BIG STEP, at 414-342-9787 or mwaltz@wrtp.org. Callers who are deaf or hearing or speech-impaired may reach us at Wisconsin Relay Number 711.

IMPORTANT! This document contains important information about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. Call 414-342-9787 for assistance in the translation and understanding of the information in this document.

¡IMPORTANTE! Este documento contiene información importante sobre sus derechos, responsabilidades y/o beneficios. Es importante que usted entienda la información en este documento. Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo alguno para usted. Llame al 414-342-9787 para pedir asistencia en traducir y entender la información en este documento.

TSEEM CEEB! Daim ntawv no muaj ib cov lus tseem ceeb qhia paub txog koj cov cai, cov luag hauj lwm thiab/los yog cov kev pab. Nws yog ib qho tseem ceeb uas koj yuav tau to taub cov lus nyob hauv daim ntawv no, thiab peb yuav muab tau cov lus no txhais ua koj hom lus yam koj tsis tau them nyiaj dab tsi. Hu rau 414-342-9787 yog xav tau kev pab kom muab cov lus nyob hauv daim ntawv no txhais rau koj kom koj to taub.