



Date: December 4, 2013

To: Department of Health Services Contractors/Vendors  
Department of Children and Families Contractors/Vendors  
Department of Workforce Development Contractors/Vendors

From: David Lopez, Director  
Affirmative Action and Civil Rights Compliance (AA/CRC)  
Department of Health Services (DHS)

John Tuohy, Director of Regional Operations  
Department of Children and Families (DCF)

Juan Jose Lopez, Bureau Director  
Division of Employment and Training (DET)  
Department of Workforce Development (DWD)

Subject: Announcement of the January 1, 2014 – December 31, 2017 Civil Rights  
Compliance Requirements and Technical Assistance Webcast

We are pleased to announce the release of the January 1, 2014 – December 31, 2017 Civil Rights Compliance (CRC) Requirements. The Requirements describe what Recipients and Sub-recipients of DCF, DHS, and DWD financial assistance must do to ensure Equal Opportunity (EO) in Service Delivery and Employment, including access by limited English proficiency (LEP) groups and persons with disabilities. The CRC Requirements should be published on the DHS AA/CRC home web page by Friday December 6, 2013.

Primary Recipients and Sub-recipients are invited to participate in this Mediasite presentation titled, "Civil Rights Compliance Technical Assistance." The purpose of the technical assistance webcast presentation is to provide Primary Recipients and mutually funded recipients and vendors of DCF, DHS, and DWD with hands-on technical assistance necessary to navigate the state agencies' websites, locate the instructions and templates, identify data resources for completing the CRC requirements. Staff from each Department will provide useful instructions to help you understand the new CRC requirements and how to comply with them. A brief question and answer session will follow the presentation.

The live webcast presentation will be transmitted from the DHS Conference Room located at 1 West Wilson Street, Rm. 751 Madison, Wisconsin, 53703. Those wishing to attend the live webcast presentation in person may do so; however, there is very limited seating capacity and we can only accommodate approximately 70 participants. In person participants can register on site the morning of December 9, 2013.

Live Technical Assistance Webcast:

**Date:** December 9, 2013

**Time:** 9:30 AM - Noon

**Login at:** <http://dhsmedia.wi.gov/main/Play/e4e379847ad9400692205a96bba3b2891d>

For assistance on how to use Mediasite, visit <https://support.sonicfoundry.com/Knowledge>

The CRC guidelines will enable DCF, DHS and DWD Primary Recipients and Sub-recipients to meet their CRC obligations, as specified by the United States (US) Department of Health and Human Services (DHHS), the US Department of Agriculture, Food and Nutrition Services (USDA-FNS), DCF, DHS and DWD.

All Recipients and mutually funded Sub-recipients are required to complete and submit:

- A new CRC Letter of Assurance (LOA) no matter the number of employees or the amount of funding received;
- Recipients and mutually funded Sub-recipients with 50 employees or more and receive \$50,000 or more in funding must complete a CRC Plan in addition to submitting the CRC LOA. The CRC Plan should not be submitted. The Plan should be kept on file and made available to DHS, DCF or DWD representatives during site visits or as result of a complaint investigation.

Primary Recipients and mutually funded Sub-recipients should submit their CRC LOA and appendixes to DHS, DCF, or DWD by January 3, 2014. All Primary Recipients and/or mutually funded Sub-recipients signing a new contract with DHS, DCF, or DWD after January 1, 2014 must submit their CRC LOA within 15 working days from the date the contract was signed.

Primary Recipients and mutually funded Sub-recipients with 50 employees or more and receive \$50,000 or more in funding should have a completed CRC Plan in place within 60 working days from the date the new requirements are published on the Departments websites.

The CRC instructions and templates are stored on the DHS AA/CRC website. Primary Recipients and mutually funded sub-recipients of DCF and DWD will be able to find web links from each Department's website to redirect them to the DHS website where the instructions and templates can be downloaded. To access the publication directly from the DHS, Office of AA/CRC website visit:

<http://www.dhs.wisconsin.gov/civilrights/Index.HTM>

If you have any questions concerning this live webcast or the CRC requirements, you may contact Earnestine Moss, Equal Opportunity Officer, DCF, at [earnestine.moss@wisconsin.gov](mailto:earnestine.moss@wisconsin.gov) or by phone at (608) 266-5335; David Duran, Civil Rights Compliance Officer, DHS, at [david.duran@wisconsin.gov](mailto:david.duran@wisconsin.gov) or by phone (608) 266-9372; Angelica M. Vasquez, State Monitor Advocate, DWD at [angelica.Vasquez@wisconsin.gov](mailto:angelica.Vasquez@wisconsin.gov) or by phone (608) 266-0487.

CC: Division Administrators, DHS, DCF, DWD