

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

XX ACTION 06-18
___ NOTICE

ISSUE DATE: 10/16/2006
DISPOSAL DATE: 12/31/2009

*PROGRAM CATEGORIES:

___ AS ___ FM ___ ML ___ TR
XX CC ___ FL ___ NA XX W-2
XX CS ___ IT XX RA XX WIA
XX CF ___ JC ___ TC XX YA
XX CR ___ LM ___ TA

To: Child Support Agency Directors
County Department of Human and Social Services Directors
Child Care Providers
Refugee Service Providers
Tribal Social Service Directors
Tribal Child Support Directors
Wisconsin Works (W-2) Agency Directors
Workforce Development Board (WDB) Directors
Youth Apprenticeship Program Managers
Other Funding Recipients/Vendors

From: Bill Clingan /s/
Division Administrator

RE: Civil Rights Compliance Requirements - January 1, 2007 - December 31, 2009

PURPOSE: To issue the Civil Rights Compliance (CRC) Requirements, including Equal Opportunity (EO), Affirmative Action (AA) and Limited English Proficiency (LEP), for the period of January 1, 2007 to December 31, 2009. These requirements are applicable to agencies, hereafter referred to as recipients, who receive state/federal funds for programs/services/activities under contract/grant or other agreement from Department of Workforce Development (DWD) and/or Department of Health and Family Services (DHFS).

BACKGROUND: An important part of service delivery is assuring that potential program participants have access to our programs and are treated fairly. The method that DWS uses to review and evaluate this aspect of service delivery is through recipient compliance with the CRC Requirements.

* PROGRAM CATEGORIES:

AS--Apprenticeship Standards	FM--Financial Management Requirements	ML--Migrant Labor	TR--Transportation
CC--Child Care	FL--Foreign Labor Certification	NA--Native American Services	W-2--Wisconsin Works
CS--Child Support	IT--IT Systems	RA--Refugee Assistance	WIA--Workforce Investment Act
CF--Children First	JC--Job Center	TC--Tax Credit Programs	YA--Youth Apprenticeship
CR--Civil Rights	LM--Labor Market Information	TA--Trade Assistance	

The CRC Requirements are the result of DWD/DHFS collaboration efforts to jointly work to simplify and reduce unnecessary duplication and cost for recipients mutually funded by DHFS and DWD. This collaboration continues in the provision of training, complaint processing and monitoring and technical assistance as applicable.

The DWD/DHFS CRC Requirements effective January 1, 2004 – December 31, 2006 will expire on December 31, 2006. The requirements issued in this memo will be effective January 1, 2007.

Under the requirements, recipients must submit for review and approval by DWD/DHFS one of the following in accordance with the instructions and required formats:

- a CRC Plan is required of any recipient who has 25 or more employees in their agency and receives \$25,000 or more in total government funding from either DWD or DHFS; or
- a CRC Letter of Assurance is required of any recipient who has fewer than 25 employees in their agency or receives less than \$25,000 in total government funding from either DWD or DHFS.

Completion of the CRC Plan or CRC Letter of Assurance will enable DWD and DHFS funding recipients to meet their civil rights compliance requirements as specified by the U.S. Department of Health and Human Services, the U.S. Department of Agriculture, the Wisconsin Department of Administration's Office of Contract Compliance, as well as other state and federal laws, regulations and guidelines applicable to EO, AA and LEP.

The newly revised requirements simplify the data gathering needed for CRC Plan development so the recipient can focus more on analysis and next steps. Other changes were primarily made in an effort to clarify requirements for the completion and submittal of necessary documents for review and approval.

POLICY: Effective January 1, 2007, funding recipients of DWS are required to have an approved CRC Plan or CRC Letter of Assurance in accordance with the DWD/DHFS CRC Requirements effective for the period January 1, 2007 – December 31, 2009. The requirements are at http://dwd.wisconsin.gov/dws/civil_rights/plans_instructions.htm.

In order to be timely, the CRC Plan or CRC Letter of Assurance is due within 45 calendar days of the publication of the requirements, or in accordance with the required due dates contained in the recipient's contract/grant with DWS effective January 1, 2007, whichever is later.

Recipients must comply with the instructions for completion and submittal as identified in the requirements. The templates provided are in the required format; submittals that are not in the required format will be returned for correction. Approval of the recipient's CRC Plan or CRC Letter of Assurance will be in accordance with the requirements.

An annual self-assessment of the CRC Plan or CRC Letter of Assurance is required by the recipient to assure currency. Changes needed must be submitted by the recipient in accordance with the requirements.

These requirements are applicable to DWS recipients as follows:

- Recipients of DWS funds under Temporary Assistance for Needy Families (TANF) and other state/federal programs/activities/services are required to complete the CRC Requirements.

These include Wisconsin Works (W-2) and Related Programs, Child Care, Child Support, Refugee Assistance and others as applicable per contract/grant or other agreement.

- Recipients of DWS funds under the Workforce Investment Act (WIA) and Youth Apprenticeship are encouraged but not required to include their programs in a CRC Plan or CRC Letter of Assurance. DWS WIA and Youth Apprenticeship recipient CRC requirements are located in the DWS Workforce Programs Guide at <http://www.dwd.state.wi.us/dwdwia/>. WIA is funded by the U.S. Department of Labor.

ACTION SUMMARY STATEMENT: DWS recipient agencies who have approved CRC Plans or CRC Letters of Assurance through December 31, 2006, for contracts/grants that will continue past January 1, 2007, must submit for approval a new CRC Plan or CRC Letter of Assurance in compliance with the DWD/DHFS CRC Requirements for the period effective January 1, 2007 – December 31, 2009. The 2007-2009 CRC Plan or CRC Letter of Assurance is due within 45 days of this publication. New DWS contract/grant recipients effective between the dates of January 1, 2007 – December 31, 2009 must submit a CRC Plan or CRC Letter of Assurance for approval within the timeframe stated in the contract/grant or other agreement.

The requirements include contact information regarding assistance in completing the CRC Plan or CRC Letter of Assurance. Training will also be available via web cast. Announcements related to this training will be at http://dwd.wisconsin.gov/dws/civil_rights/training/default.htm

CONTACT: For questions regarding this memo, please contact your DWS contract/grant manager or William Franks, DWD EO Officer, at william.franks@dwd.state.wi.us.