

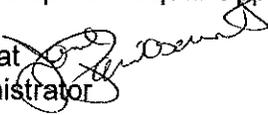
DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT AND TRAINING
ADMINISTRATOR'S MEMO SERIES

ACTION: 11-03

ISSUE DATE: 05/02/2011
DISPOSAL DATE: Ongoing

RE: Civil Rights Compliance
Monitoring Plan

To: Workforce Development Board (WDB) Directors
Workforce Development Equal Opportunity Officers

From: Jane Pawasarat 
Division Administrator

PURPOSE

To announce the Division of Employment and Training (DET) Civil Rights Compliance (CRC) Monitoring Plan for the period of May 2, 2011 through December 31, 2011.

BACKGROUND

All agencies that have contract/grant and related agreements with DET (hereafter referred to as recipients) are subject to periodic CRC monitoring by DET to assure compliance with Equal Opportunity, Affirmative Action and Limited English Proficiency requirements.

To fulfill DET CRC monitoring requirements, recipients may need to respond to special surveys or inquiries or provide self-assessments for review by DET, or they may need to participate in on-site reviews conducted by DET.

DET CRC monitoring is led by the Civil Rights Team in the Bureau of Program Management and Special Populations in cooperation with the DET grant/contract managers. Programs funded under the Workforce Investment Act (WIA), and other state/federal programs/activities/services administered by DET may be included in CRC monitoring.

POLICY

All recipient agencies of DET are subject to monitoring for compliance with Section 188 of the Workforce Investment Act of 1998 and 29 Code of Federal Regulations (CFR) part 37 and Section 504 of the Rehabilitation Act of 1973.

These federal regulations require recipients to abide by the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Title VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.

CRC monitoring requirements applicable to specific DET funding recipients are as follows:

- WIA Programs: Each Workforce Development Board (WDB) is subject to on-site monitoring by DET annually. Each WDB or other recipient of WIA funds is responsible for monitoring subgrants/contracts.

DET will conduct CRC monitoring in accordance with the attached CRC Monitoring Plan.

ACTION SUMMARY STATEMENT

Recipients must be prepared to respond to DET CRC compliance monitoring requirements. The DET Equal Opportunity Specialist will contact each WDB's Equal Opportunity Officer and establish a specific schedule for each WDB.

Where on-site monitoring visits are scheduled, the WDB Equal Opportunity Officer should prepare for the On-Site Review by examining the Equal Opportunity Nondiscrimination Monitoring Reviewer's Guide attached to this memo.

CONTACT

William A. "Bill" Franks, DET Equal Opportunity Officer
Division of Employment and Training
Department of Workforce Development
201 E. Washington Ave., Rm. G100
Madison, WI 53702-7972
Telephone: (608) 266-6889
TTY: (608) 275-1165
Fax: (608) 261-6968
william.franks@dwd.wisconsin.gov

ATTACHMENT

Civil Rights Compliance and Equal Opportunity Nondiscrimination Monitoring Reviewer's Guide

cc: Gary Denis, DET Deputy Division Administrator
Juan José López, Director, Bureau of Program Management and Special Populations
Brian Solomon, Director, Bureau of Job Service
William A. Franks Jr., DET Equal Opportunity Officer
WIA Local Program Liaisons