

# EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal financial assistance 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, or 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, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient 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.

Recipients of federal financial assistance 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 Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or

The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW., Room N-4123, Washington, DC 20210 or electronically as directed on the CRC Web site at [www.dol.gov/crc](http://www.dol.gov/crc).

If you file your complaint with the recipient, you must wait either until the recipient 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 the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient 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.

If you are a WIOA applicant, participant, program staff, employee or other party affected by the local Workforce Development system, and think that you have been subjected to discrimination under a U.S. Department of Labor (U.S.DOL) WIOA Title I—financially assisted program or activity, you may file your complaint within 180 days from the date of the alleged violation.

You may file a complaint by completing and submitting the U.S. DOL's Civil Rights Center's (CRC's) Complaint Information and Privacy Act Consent Forms, which may be obtained either from the recipient's EO Officer or from CRC. The form is available electronically on the CRC's website (<https://www.dol.gov/oasam/programs/crc/>) and by making a request to CRC at the address listed below.

If you file your complaint with the Local-Level or State-Level EO Officer within 180 days from the date of the alleged discriminatory act under the WIOA complaint procedure, you must wait until either DLIR/recipient issues a written Notice of Final Action or until 90 days have passed from the filing of the complaint (whichever is sooner) before filing with the CRC.

If DLIR/recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed a complaint, you do not have to wait for DLIR/recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline for the Notice, i.e., 120 days after the day on which you filed your complaint with DLIR/recipient.

If DLIR/recipient 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 the CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

WIOA applicants, participants, program staff, and employees affected by their respective Workforce Development system in the following counties may file with the persons in their county listed below:

### **City and County of Honolulu:**

Denise L. Tsukayama, CAAP  
EO Administrator/ADA  
Coordinator  
Kapalama Hale  
925 Dillingham Blvd., Suite 180  
Honolulu, HI 96817  
Phone: (808) 768-8505  
TDD/TTY: Dial 711 then ask for  
(808) 768-8505  
Fax: (808) 768-8490  
Email:  
[dtsukayama@honolulu.gov](mailto:dtsukayama@honolulu.gov)

### **County of Maui:**

Ralph Thomas  
Equal Employment Opportunity  
Specialist/ADA Coordinator  
200 S. High Street, 9th Floor  
Wailuku, Maui HI 96793  
Phone: (808) 463-3168  
TDD/TTY: Dial 711 then ask for (808)  
463-3168  
Email: [eeo@mauicounty.gov](mailto:eeo@mauicounty.gov)

### **County of Kauai:**

Daniel Fort  
WIOA Executive Director  
444 Rice Street, Suite 200  
Lihue, HI 96766  
Phone: (808) 241-4948  
TDD/TTY: Dial 711 then ask for  
(808) 241-4948  
Fax: (808) 241-6877  
Email: [dfort@kauai.gov](mailto:dfort@kauai.gov)

### **County of Hawaii:**

Local-Level EO Officer  
101 Pauahi Street, Suite 2  
Hilo, HI 96720-4224  
Phone: (808) 961-8361  
TDD/TTY: (808) 961-8619  
Fax: (808) 961-8617

### **DLIR:**

Christen Lee  
State-Level EO Officer  
830 Punchbowl Street, Rm 321  
Honolulu, HI 96813  
Phone: (808) 586-8148  
TDD/TTY: Dial 711 then ask for  
(808) 586-8866  
Email: [dlir.eeo@hawaii.gov](mailto:dlir.eeo@hawaii.gov)

### **United States Civil Rights Center:**

Director of the Civil Rights Center  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Room N-4123  
Washington, D.C. 20210  
Phone: (202) 639-6500  
TDD/TTY: (800) 877-8339  
Fax: (202) 693-6505  
Email:  
[CRCEXternalComplaints@dol.gov](mailto:CRCEXternalComplaints@dol.gov)