

PRIVACY NOTICE

When you receive services from our Service to Success programs, we will ask you for information about yourself. This information includes personal information such as your: Social Security Number (SSN); name, address, birth date, and contact information; age, gender, ethnicity, race, disability, and economic status; veteran status; and other information. This information is considered private data.

We are collecting this information about you to determine whether you are eligible for services, which services you may qualify for, and to coordinate the services that are provided to you. This information may also be shared with prospective employers to assist you in finding employment. We also use this information to improve public services by reviewing data about our performance.

You are not legally required to provide information about yourself, and you may choose not to provide it to us. If you do not supply enough information, however, we may not be able to connect you with all the services you might be eligible for.

We may share your information with other government entities who have a legal right to this data including the U.S. Department of Labor, the Minnesota Office of Higher Education, the Office of the Legislative Auditor, the State Auditor, prospective employers, employment and training service providers, and welfare agencies. We may also provide your information if we are required to do so by court order or as otherwise allowed by law.

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);

Local Equal Opportunity (EO) Officer:

WIOA EO Officer:

Karen Lilledahl, DEED, Office of Diversity & Equal Opportunity, 1200 E 5th St., Suite 1200, St. Paul, MN 55101, 651-259-7089 (Voice), 651-297-5343 (Fax), Karen.Lilledahl@state.mn.us

or

State EO Officer:

Heather Stein, DEED, Office of Diversity & Equal Opportunity, 1200 E 5th St., Suite 1200, St. Paul, MN 55101, 651-259-7097 (Voice), 651-297-5343 (Fax), heather.stein@state.mn.us

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 website at 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.