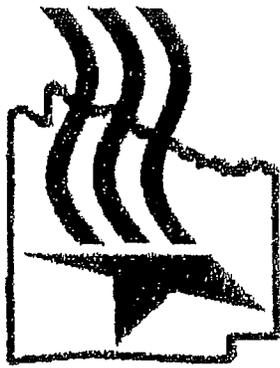


MENU OF SERVICES



Western Arkansas
Career Development Network Center

Menu of Services

For Individuals

- ★ Orientation to all Partner Services
- ★ Labor Market Information
- ★ Job Listings
- ★ Job Referral and Placement
- ★ Access to Education & Vocational-
Training Programs
- ★ Screening for Training Eligibility
- ★ Testing & Skill Level Assessment
- ★ Job Search Skills
- ★ Unemployment Insurance Claims
- ★ Financial Counseling
- ★ Adult Literacy
- ★ Career Resource Room / Resumes
- ★ Access to Supportive Services
- ★ Veteran Services
- ★ Training Provider Info

For Employers

- ★ Recruitment & Pre-screening of
Qualified Job Applicants
- ★ Internet Access to Post Job Listings
- ★ Industry Growth Trends & Forecasts
- ★ Wage Data & Labor Market Info
- ★ Info on Federal Legislation
- ★ Info on Training Providers
- ★ Info about Connecting Services

An Equal Opportunity Employer / Auxiliary Aides Available

NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS

1. The parties to this agreement and respective staff assure that applicants, claimants, participants of the Arkansas Career Development Network (ACDN) programs shall not be discriminated against on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief and, if receiving WIA program benefits, citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participate in any WIA program or activity (Section 188 of WIA and CFR part 37.20 – identifies civil rights laws).
2. Parties to this agreement will agree on a single One-Stop Equal Opportunity Officer who will process local complaints of discrimination and attempt to address same as prescribed by 29CFR Part 37, "Implementation of the Nondiscrimination and Equal Opportunity Provisions of WIA."
3. The parties to this agreement will abide 29 CFR Part: Section 188 of WIA, and implementing directive issued by the state.

DISSEMINATION OF NONDISCRIMINATION POLICIES (NOTICE AND COMMUNICATION)

The ACDN shall ensure the establishment of a Notice and Communication system that makes all registrants, applicants, eligible applicants/registrants, applicants for employment, employees and interested members of the public aware of the recipient's obligation to operate in a nondiscriminatory manner, and further, the extent of the right of members of these groups to file complaints of discrimination. The ACDN will accomplish such dissemination of information by:

Including the ACDN's nondiscrimination policy in brochures, pamphlets and communications which are designed to acquaint registrants, applicants, eligible applicants/registrants, applicants for employment employees and interested members of the public with the ACDN and services;

Recruitment brochures and other materials routinely made available to the public include the statements "equal opportunity employer/program" and "auxiliary aids and services are available upon request to individuals with disabilities" and, where a telephone number is included on these materials, a TDD/TTY number must be provided for an equally effective means of communication.

- Communicate information in a language other than English as required by federal regulations.

- Notify all customary referral sources that services and benefits are provided in a nondiscriminatory manner; and
- Displaying posters indicating the ACDN's nondiscriminatory policies in prominent places throughout the Board's offices and provider facilities.

The following notice, as required by 29 CFR 37.54 shall be posted where all internal and external customers are able to review. This notice shall also be included in the Orientation to Complaint Procedure form for the Workforce Title I.

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following basis:

Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and

Against any beneficiary of programs funded under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIA 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 WIA Title I-funded 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.

What To Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIA Title I-funded 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 (CDC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, D.C. 20210.

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 do not have to wait for the 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 (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 complaint within 30 days of the date on which you received the Notice of Final Action.