

**POLICY ON PUBLICATIONS/BROADCASTS
AND OTHER COMMUNICATIONS**



MEMORANDUM

To: All Local Workforce Investment Area Chief Elected Officials, Local Workforce Investment Board Chairs, and Arkansas Workforce Center Operators and Partners

From: Artee Williams, Director

Date: November 30, 2010

RE: Transmit Policy on Publication/Broadcasts and Other Communications

1. Purpose: to provide information on how to transmit equal opportunity policies on publication/broadcasts and other communications.
2. General Information: Recipients must indicate that the WIA Title I – financially assisted program or activity in question is an “equal opportunity employer/program,” and that “auxiliary aids and services are available upon request to individuals with disabilities,” in recruitment brochures and other materials that are ordinarily distributed or communicated in written and/or oral form, electronically and/or on paper, to staff, clients, or the public at large, to describe programs financially assisted under Title I of WIA of the requirements for participation by recipients and participants. Where such materials indicate that the recipient may be reached by telephone, the materials must state the telephone number of the TDD/TTY or relay service used by the recipient, as required by Section 37.9 (c).

Recipients that publish or broadcast program information in the news media must ensure that such publications and broadcasts state that the WIA Title I – financially assisted program or activity in question is an equal opportunity employer/program (or otherwise indicate that discrimination in the WIA Title I financially assisted program or activity is prohibited by Federal law,) and indicate that auxiliary aids and services are available upon request to individuals with disabilities.

A recipient must not communicate any information that suggests, by text or illustration, that the recipient treats beneficiaries, registrants, applicants, participants, employees or applicants for employment differently on any prohibited ground specified in Section 37.5, except as such treatment is otherwise permitted under Federal law or this part.

AW:dl