

## **Governor's Workforce Investment Office Information Notice No. 1-00**

To: ALL WORK4WV WORKFORCE INVESTMENT BOARD CHAIRS  
ALL WORK4WV WORKFORCE INVESTMENT BOARD DIRECTORS  
ALL WORK4WV ONE-STOP LIAISONS  
WEST VIRGINIA SERVICE PROVIDER ASSOCIATION PRESIDENT  
STATE WORKFORCE BOARD CHAIR  
STATE WORKFORCE BOARD EXECUTIVE DIRECTOR

From: JAMES S. JEFFERS  
CHIEF OF WORKFORCE INVESTMENT  
GOVERNOR'S WORKFORCE INVESTMENT OFFICE

Date: AUGUST 22, 2000

Subject: INFORMATION ON WORK4WV REQUIREMENTS FOR EQUAL OPPORTUNITY  
AND NONDISCRIMINATION

**References:** Governor's Workforce Investment Office (GWIO) Policy Letter No. 2-00; Section 188 of the Workforce Investment Act of 1998 (WIA); Department of Labor's Implementing Regulations at 29 CFR 37.

**Background:** Policy Letter No. 2-00 provided policy and procedures for WORK4WV customers and other affected entities to file grievances or complaints alleging violations of the WIA. This policy letter did not cover allegations of discrimination as described in Section 188 and appropriate implementing regulations.

Correspondence, dated August 2, 2000, was sent by the GWIO to all local Workforce Investment Boards concerning equal opportunity and nondiscrimination provisions set forth in the Act. Attached for your information is the text of the correspondence and listed below is reference to the applicable enclosures provided with that correspondence to local Workforce Boards. You may request copies of the documents from your local Workforce Investment Board or from GWIO.

- Training and Employment Notice 16-99 with Attachments
  1. 29 CFR 37
  2. One-Stop Disability Access Checklists
    - Customer Service/Accommodation Practices
    - Existing Facilities Checklist
  3. Software Accessibility Checklist
  4. Web Page Accessibility Checklist
  5. ITM Accessibility Checklist
  6. IT Equipment Accessibility Checklist

The Bureau of Employment Programs is the designated agency to implement these provisions under the WIA. Ms. Alice McVey is the Equal Employment Officer for the State of West Virginia under the WIA. Questions regarding equal opportunity and nondiscrimination under WIA should be addressed to Ms. McVey at 304-558-1600.