**Rights**

1. You have the right to access all 14 elements of service delivery including: Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies; Alternative secondary school services or high school dropout recovery services; Paid and unpaid work experience; Occupational skills training; Education offered concurrently with and in the same context as workforce preparation and training; Leadership development opportunities; Supportive services; Adult mentoring; Comprehensive guidance and counseling; Financial literacy education; Entrepreneurial skills training; Career Awareness, Career Exploration, and Career Counseling; Postsecondary preparation and transition activities; and Follow-up services.
2. Youth participants in the WIOA Program will not be charged fees for participation, training or job placements.
3. You have the right to confidentiality. Youth records will be kept confidential as provided by law. Any information released by the Western Wisconsin Workforce Development Board will only be done when appropriate releases of information are signed and recorded. Youth files may be reviewed at any time during program monitoring by the Western Wisconsin Workforce Development Board or by the Wisconsin Department of Workforce Development.
4. You have the right to receive services without discrimination of any kind. Certain protections may be offered as indicated in the Equal Opportunity is the Law and WIOA Grievance Procedures documents.
5. You have the right to appeal determinations of ineligibility or denial of enrollment in the WIOA program.
6. You have the right to file a formal grievance about program services or perceived discrimination by following the WIOA Grievance Procedures. You have the right to request assistance in completing this process.
7. Upon completion of the WIOA Program, WIOA participants will be exited from the program and receive one year of follow-up services.

**Responsibilities**

1. Youth participants in the WIOA Program will make best efforts to learn from WIOA Program activities, follow the employment plan that is developed and benefit from the services provided.
2. Youth participants must agree to actively pursue employment upon completion of training in the WIOA Program. If employment is secured the youth participant must report the following information to their WIOA Career Planner, employer, start date, job title, hours, wage, attendance, time sheets and any other pertinent information.
3. Male youth participants who turn 18 years of age before or while enrolled in the WIOA Program must register for the Selective Service in order to be eligible for continued participation in the WIOA Program.
4. Youth participants in the WIOA program will maintain regular contact with their Career Planner. Participants will make best efforts to update Career Planner with the participant’s most current contact information and provide Career Planner with secondary contacts in case of loss of contact.
5. Youth participants will notify their Career Planner ahead of time if unable to make it to a scheduled meeting.
6. Youth participants in work experiences must notify their Career Planner and work experience supervisor if scheduled work hours cannot be completed due to absence/illness.
7. Failure to comply with WIOA Program requirements may result in participant’s exit from the WIOA Program and transition into follow-up.

I understand and agree to comply with the above stated rights and responsibilities.

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| --- | --- | --- |
|  |  |  |
| WIOA Program Participant Signature |  | Date |

**Babel Notice**

In accordance with 29 CFR 38.9 (g)(3), Limited English Proficient (LEP) individuals seeking access to information about WIOA programs offered through the Western Wisconsin WDB and its American Job Center partners, will receive language assistance in all communications of vital information. Vital information is defined as information, whether written, oral, or electronic, that is necessary for an individual to understand how to obtain any aid, benefit, service and/or training; necessary for an individual to obtain any aid, benefit, service and/or training; or required by law. An interpreter, as well as the availability of free language assistance such as rulebooks; written tests that do not access English language competency, but rather assess competency for a particular license, job, or skill for which English proficiency is not required; and letters or notices that require a response from the beneficiary or applicant, participant or employee will be provided to all LEP individuals at no cost to the individual.

**English** IMPORTANT! There are documents that contain important information about WIOA training services; how to apply for training services; and your rights, responsibilities and/or benefits. It is critical that you understand the information in these documents. You can receive telephone translation assistance of all documents by calling (608) 789-5410 at no cost to you.

**Español** ¡IMPORTANTE! Hay documentos que contienen información importante acerca de los servicios de capacitación de WIOA, cómo solicitar servicios de capacitación, sus derechos, responsabilidades y / o beneficios. Es fundamental que entienda la información de estos documentos. Usted puede recibir asistencia de traducción telefónica de todos los documentos por calling (608) 789-5410 sin costo alguno para usted.

**Deutsch** WICHTIG! Es gibt Dokumente, die wichtige Informationen über WIOA-Schulungsdienste enthalten; wie man sich für Ausbildungsdienste bewirbt; und Ihre Rechte, Pflichten und/oder Vorteile. Es ist wichtig, dass Sie die Informationen in diesen Dokumenten verstehen. Sie können telefonische Übersetzungshilfe für alle Dokumente erhalten, indem Sie (608) 789-5410 kostenlos anrufen.

**Hmoob** TSEEM CEEB! Muaj cov ntaub ntawv uas muaj cov ntaub ntawv tseem ceeb txog WIOA cov kev pabcuam kev cob qhia; yuav ua li cas thov rau kev pabcuam kev cob qhia; thiab koj cov cai, lub luag haujlwm thiab / lossis cov txiaj ntsig. Nws yog ib qho tseem ceeb uas koj nkag siab cov ntaub ntawv hauv cov ntaub ntawv no. Koj tuaj yeem tau txais kev pab txhais lus hauv xov tooj ntawm txhua cov ntaub ntawv los ntawm kev hu rau (608) 789-5410 yam tsis tau them nqi rau koj.

**Accommodation Requests**

Auxiliary aids and services are available upon request to individuals with disabilities. Please contact your WIOA Title I Career Planner or the WWWDB office for such requests.

**Wisconsin Relay (7-1-1)**

Wisconsin Relay is a free service that provides full telephone accessibility to people who are deaf, hard-of-hearing, deaf-blind and speech-disabled. The service is available by dialing 7-1-1 or by calling TTY 1-800-947-3529. For more information, visit [www.wisconsinrelay.com](http://www.wisconsinrelay.com/).  
 **EO Tagline**  
Western Wisconsin Workforce Development Board is an Equal Opportunity Employer and Service Provider. Auxiliary aids and services are available upon request to individuals with disabilities. If you need this information interpreted to a language you understand or in a different format, please contact Jessie Quinn, Equal Opportunity Officer, at 608-789-5410 or [quinnj@westernwdb.org](mailto:quinnj@westernwdb.org). Callers who are deaf or hearing or speech-impaired may reach us at Wisconsin Relay Number 711.

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