3/5/2024

**Workforce Innovation and Opportunity Act (WIOA)**

**PARTICIPANT RIGHTS and RESPONSIBILITIES**

APPLICANT RIGHTS

1. You have the right to file a discrimination complaint. See the Grievance Procedures document, also available in this packet.
2. You shall be referred to appropriate programs that may meet your disclosed basic skills and training needs, regardless of meeting eligibility or enrollment requirements.
3. If you meet WIOA eligibility criteria, you have the right to expect that you will receive information on the full array of services that are available through the Workforce Development Board or other service/one-stop providers, including those receiving funds under WIOA.

PARTICIPANT RIGHTS

If you are enrolled in a WIOA program, you have the right to expect that:

1. If you have any known physical or mental limitations, you will be provided with reasonable accommodations, unless these accommodations can be shown to impose undue hardship on the operation of the program.
2. You will receive an objective assessment of your skill levels and service needs including a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, and supportive service needs.
3. In conjunction with program staff, an individual employment plan, based upon your assessment, will be developed, that will identify your employment goal, appropriate achievement objectives, and appropriate services including a review of progress in meeting the objectives.
4. You may be referred to other training and educational programs, as appropriate, to assist you in meeting your service plan.
5. Basic skills training, occupational skills training, and supportive services may be provided either directly or through arrangement with other programs, where the assessment and employment plan indicate that such services are appropriate.
6. You will be provided with information about opportunities for non-traditional training and employment.
7. You will only be assigned to jobs/training that meet appropriate standards of health and safety, including the Clean Air Act and the Federal Water Pollution Control Act.
8. You will not be placed in, or allowed to remain working in, any position affected by a labor dispute involving a work stoppage or strike.

PARTICIPANT'S RESPONSIBILITIES

If you are enrolled in a WIOA program, you have the following responsibilities:

1. To respond to all communications regarding your employment status and earnings. If you do not respond, you authorize WIOA staff to contact alternate contacts and employers regarding your whereabouts, employment status, and earnings. While participating in the WIOA program there is an expectation that the Career Planner and Participant have regular ongoing communication. You will update your Career Planner within two weeks of any changes to your contact information.
2. To provide complete and factual information during intake and verification of eligibility. If you are found to be ineligible after enrollment, you will be exited from WIOA and may be prosecuted for fraud and/or perjury if you deliberately give false information.
3. To make every possible effort to benefit from the training and services provided to you with the goal of securing non-subsidized full-time employment.
4. To accept any job offer, or job referral, which involves a job suitable to your capabilities and employment plan. Failure to do so may cause you to be terminated from the program.
5. To report instances in which you are unable to participate in training activities.
6. Not to engage in partisan/non-partisan political activities during hours in which you are in a WIOA funded position or in which you identify yourself or are perceived as a spokesperson for a WIOA funded program. This includes OJT and Transitional Job positions under WIOA.
7. To provide information on jobs you obtain after participating in any WIOA program when requested by Workforce Connections, the Western Wisconsin Workforce Development Board, the Department of Workforce Development, the Department of Labor, or any agency contracted by these organizations to perform a program effectiveness study.
8. Any services funded by WIOA must be pre-approved by your Career Planner for each installment.
9. Provide copies of your class schedule, grades, and attendance forms as required by staff while in training (failure to comply may result in discontinued funding).
10. You must inform WIOA staff immediately if there are changes in classes, such as adding or dropping a class. Added classes are NOT automatically funded.
11. You must apply for financial aid and provide verification for each school term to be considered for funding for classroom training.
12. If student loans are issued to you to pay for training, you are responsible for paying back the loans.
13. Being placed on academic probation will cause the level of funding to be reviewed. WIOA may not provide assistance (without special approval) if you are not working up to your potential.
14. You accept responsibility for costs of classes or services above those authorized for funding.

INDIVIDUAL EMPLOYMENT PLAN (IEP)

1. Your employment plan will be modified as mutually agreed upon by you and WIOA staff.
2. Only training on your IEP and on the Wisconsin Eligible Training Provider List (ETPL) will be considered for funding.

CONFIDENTIALITY

The confidentiality and privacy of your records will be respected and protected as provided by law. This includes your social security number. Specific information may be shared as documented on your signed Release/Exchange of Confidential Information Authorization form.

If you have any questions regarding your rights and responsibilities as a WIOA applicant or participant, feel free to discuss them with your employment or training agencies, the Western Wisconsin Workforce Development Board at (608) 789-5410, your worksite supervisor, or Workforce Connections at 608-789-5620.

I ACKNOWLEDGE THAT I HAVE READ THIS INFORMATION AND IT HAS BEEN DISCUSSED WITH ME.

|  |  |
| --- | --- |
| Individual's Signature: | Staff Signature: |
| Date: | 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 la WIOA, cómo solicitar servicios de capacitación, sus derechos, responsabilidades o beneficios. Es fundamental que entienda la información de estos documentos. Puede recibir asistencia de traducción telefónica de todos los documentos llamando al (608) 789-5410 sin costo alguno.

**Hmong** TSEEM CEEB! Muaj cov ntaub ntawv uas muaj cov ntaub ntawv tseem ceeb ntawm WIOA cov kev pabcuam kev cob qhia; yuav ua li cas thiaj li thov rau cov kev pabcuam kev cob qhia; thiab koj cov cai, lub luag haujlwm thiab / lossis cov txiaj ntsig.Nws tseem ceeb heev uas koj to taub cov ntaub ntawv nyob hauv cov ntaub ntawv no. Koj tuaj yeem tau txais kev pab txhais lus hauv xov tooj ntawm tag nrho cov ntaub ntawv uas yog hu rau (608) 789-5410 yam tsis tau them nqi.

**Accommodation Requests**

Auxiliary aids and services are available upon request to individuals with disabilities. Please contact your WIOA Title I Career Planner or the Western Wisconsin WDB 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 Amy Scarborough, Equal Opportunity Officer, at 608-789-5410 or [info@westernwdb.org](mailto:info@westernwdb.org). Callers who are deaf or hearing or speech-impaired may reach us at Wisconsin Relay Number 711.

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