



**I – PARTICIPANT RELEASE OF INFORMATION AUTHORIZATION**

I hereby consent and authorize Sonoma County Job Link to exchange and/or release my personal information as it relates to eligibility, case management, monitoring, and/or auditing with the following:  YES  NO

- a. My previous/current employer (i.e. hire date, wages, job titles, and dates of employment).
- b. Training Providers (i.e. student academic or financial aid records.)
- c. CalWORKs/TANF, Service Providers, Child Support Division, and State or Federal agencies or their representatives.
- d. Unemployment Insurance Benefits information and computer printouts.
- e. Other \_\_\_\_\_

**II - NEPOTISM**

Is a member of your immediate family (spouse, parent, child, brother, sister, in-law, uncle, aunt, nephew, niece, first cousin, step-parent, step-sibling, step-child) an employee of the Human Services Department or WIOA funded organization?  YES  NO

If yes, what is his/her name, title and relationship to you? \_\_\_\_\_

**III – EMAIL**

I hereby consent and authorize Sonoma County Job Link to exchange necessary and related information pertinent to the status of my case by email. I agree not to exchange or include as attachments any confidential information through email.  YES  NO

**WIOA PARTICIPANT NOTIFICATION OF CIVIL RIGHTS AND COMPLAINT/GRIEVANCE RESOLUTION PROCEDURES**

The following will inform you of your CIVIL RIGHTS and COMPLAINT AND GRIEVANCE PROCEDURES as prescribed by FEDERAL LAW:

The California Employment Development Department (EDD) and the Workforce Investment Board of Sonoma County (WIB) have assured the United States Department of Labor (USDOL) that no one enrolled in the Workforce Innovation and Opportunity Act (WIOA) program will be discriminated against because of race, color, religion, gender or sexual preference, national origin, age, handicap (disability), political affiliation or belief. Reprisal for filing a grievance, testifying or agreeing to testify in any investigation or proceeding related to the WIOA, and denial of benefits to any individual to which that individual is entitled is strictly prohibited.

This means:

- That no benefits or services may be denied you for any of the above reasons;
- That you may not be segregated or treated any differently from other participants while you are being registered, interviewed, counseled, or tested, or while you are working or attending classes as part of the project; and
- That you must be provided an equal opportunity to use all facilities available on the project.

If you feel you have been discriminated against for any of the above reasons or denied equal opportunity, you should seek resolution by talking to your local worksite supervisor and/or WIOA Service Provider staff. If you think that you have been subjected to discrimination under a WIOA-funded program or activity, you may file a complaint within 180 days from the date of the alleged incident; you may contact the Human Services Department Civil Rights Coordinator (707-565-5855) or the Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210. If you file your complaint with the Human Services Department Civil Rights Coordinator, 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 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 CRC complaint within 30 days of the date on which you received the Notice of Final Action.

If you want to file a complaint regarding an action, policy or treatment that impacts your participation in an Employment & Training program, please contact your Employment & Training Counselor. A copy of the Employment & Training Complaint Procedure can be found in the lobby or can be requested. Staff can provide technical assistance in preparing the written complaint, as determined appropriate. As stated in the Employment & Training Complaint Procedure, attempts will be made to resolve the complaint informally. However, if this informal process does not resolve the complaint, you will have the right to file a formal complaint and be heard by a Hearing Officer.

*The following principles and rules apply to all complaints:*

1. Hearing on any grievance shall be conducted within 30 days of filing a grievance, and decisions shall be made not later than 60 days after filing.
2. All complaints must be made in writing within 1 year of the alleged occurrence.
3. All persons filing a complaint shall be free from restraint, coercion, reprisal or discrimination. Persons complaining have the right to withdraw their complaints (in writing) at any time before the hearing. A complaint can be amended to correct technical deficiencies but not to add issues.
4. Complainants can be represented at their expense by a person(s) of their choice at all levels of the complaint process.
5. Complainants must exhaust Local Workforce Innovation and Opportunity Act (LWIOA) level hearing procedures before appealing to the State except where the state determines that Service Delivery Area’s (SDA) procedures do not comply with state procedures.

Workforce Innovation and Opportunity Act (WIOA) participants who do not receive a written decision within 60 days of filing their complaint or who receive an unsatisfactory decision may file a complaint with:

Employment Development Department Attn:  
Compliance Review Division, MIC-22M PO  
Box 826880  
Sacramento, CA 94280-0001

The filing of the complaint with the LWIOA shall be considered as a request for hearing, and a decision must be issued within 60 days. A copy of the complaint must be sent to the Contractor/Vendor and both parties notified of the opportunity for an informal resolution. At each step of the complaint process, the participant must be notified in writing of the next procedural step. A participant has the right to request a State Hearing within 10 days. Employment & Training must provide written notice to complainant 10 days prior to the hearing. The State Review will be limited to violations of the Workforce Innovation and Opportunity Act, implementing WIOA regulations or this grant agreement. The review shall be limited to the record established at the LWIOA hearing.

**My signature means I have reviewed this document and have reviewed and/or updated my Workforce Innovation and Opportunity Act Registration in the local system. I have received the Job Link Code of Conduct.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date / Last four digits of Social Security Number

\_\_\_\_\_  
Signature

County Use: Scan Card Number _____ Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No Staff Signature: _____
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