



State of Wisconsin

Date: October 22, 2009

To: Child Support Agency Directors
County Departments of Human and Social Services Directors
Child Care Providers
Refugee Service Providers
Tribal Social Services Directors
Tribal Child Support Directors
Wisconsin Works (W-2) Agency Directors
Workforce Development Board (WDB) Directors
Other Funding Recipients/Vendors

From: Diane Griffin, Section Chief *Diane M. Griffin*
Division of Enterprise Solutions (DES)
Department of Children and Families (DCF)

David Lopez, Director *David Lopez*
Affirmative Action and Civil Rights Compliance (AA/CRC) Office
Department of Health Services (DHS)

Joan Larson, Bureau Director *Joan E. Larson*
Division of Employment and Training (DET)
Department of Workforce Development (DWD)

Subject: Announcement of the January 1, 2010 – December 31, 2013 Civil Rights Compliance Requirements and Technical Assistance Webcast

We are pleased to announce the release of the January 1, 2010 – December 31, 2013 Civil Rights Compliance (CRC) Requirements. The Requirements describe what all Recipients and Sub-recipients of DCF, DHS, and DWD financial assistance must do to ensure Equal Opportunity (EO) in Service Delivery and Employment including access to limited English proficiency (LEP) groups and to persons with disabilities. These requirements apply to all entities and their sub-contractors, who receive federal/state funds for programs/services/activities under contract/grant or other agreement from the DCF, DHS, and/or DWD.

Completion of these requirements will enable DCF, DHS and DWD Primary Recipients and Sub-recipients to meet their civil rights compliance requirements as specified by the United States (US) Department of Health and Human Services (DHHS), and US Department of Agriculture, Food and Nutrition Services (USDA-FNS), DCF, DHS and DWD. The new requirements necessitate Primary Recipients and Sub-recipients to submit and/or complete:

- A CRC Letter of Assurance (LOA), regardless of the Primary Recipient or Sub-recipient's workforce size or amount of Federal assistance received.
- Primary Recipients and Sub-recipients that have 25 or more employees and receive over \$25,000 in government funding must complete a CRC Plan and keep it on file in the agency. It must be furnished at the time of an onsite monitoring review or upon request to DCF/DHS/DWD staff.

All LOAs must be submitted within 30 days of the signing of the Primary Recipient or Sub-recipient's contract/agreement. This applies to all Primary Recipients and Sub-recipients that are renewing their contracts with DCF/DHS/DWD. However, if your primary funding comes from DCF, please refer to DCF contract language for your submission due dates. Recipients that are entering a contract with a state agency for the first time must submit the LOA within 15 working days of the signed award date.

Primary Recipients and Sub-recipients required to complete a CRC Plan, must complete the plan within 45 days from the effective date the contract or agreement was signed or otherwise as stipulated in the Primary Recipient or Sub-recipient's contract language. Primary Recipients and Sub-recipients are advised to review more carefully the instructions in Section D of the publication for specific timelines to complete certain tasks and activities.

Technical Assistance Webcast – November 4, 2009

Primary Recipients and Sub-recipients are invited to participate on a mediasite presentation titled Civil Rights Compliance Technical Assistance. The purpose of the technical assistance webcast presentation is to provide contractors, sub-contractors and vendors of DCF, DHS, and DWD with the hands-on technical assistance necessary to navigate the state agency's websites and locate the instructions, templates, requirements and other resources to complete the CRC requirements for the next compliance period starting January 1, 2010 through December 31, 2013. Staff from each Civil Rights Compliance Office will provide useful instructions to help you understand the new CRC requirements and what the entity must do to comply. A brief question and answer session will follow the presentation.

The Webcast presentation will be transmitted from the DHS Conference Room 751 located at 1 West Wilson Street. Those wishing to attend the webcast presentation at DHS may do so; however, there is very limited capacity and we can only accommodate approximately 100 participants. Participants can register on site on the morning of November 4, 2009 but we encourage everyone to log-on via your computer if you have internet access by entering the following link onto your web browser window: Link: <http://media1.wi.gov/DHFS/Viewer/?peid=1a3401b8-e2da-49f6-85fc-0a09069aa6b5>

Date: Wednesday, November 04, 2009

Time: 9:00 AM - Duration 2:00 Hours

Webcast Prerequisites

Equipment and software

System requirements

A computer with 16+ MB RAM and a sound card with speakers or headphones is needed to view and listen to a webcast. Windows Media Player, a streaming player software, and a web browser such as Microsoft Internet Explorer or Netscape is also required. Internet Explorer 5.5 or higher and Media Player 9.0 is preferred.

Internet connection

DSL or Cable (broadband) connections work well. For dial-up, modems need to be a minimum of 56 kbps.

Viewing requirements

Webcasts can be viewed on computer monitors or projected onto larger screens or walls for larger audiences. Please ensure the system projecting the webcast is able to also project the audio portion of the webcast.

Download and install a streaming player

If Windows Media Player must be installed or upgraded, please visit [Microsoft's Web site](#) (exit DHS) for assistance.

Testing the system and sound

Users should test the systems before their webcast presentation is to begin. To ensure system requirements are met and the webcast works appropriately, please [view an archived presentation](#).

Streaming video and audio generally take 15 to 30 seconds to load and buffer if using a cable modem or DSL connection. Dial-up can take up to five minutes. Please be patient as Windows Media Players starts to download the video stream from our server. Also, please note that the audio portion may begin 5 to 10 seconds before the video.

If you need a special accommodation because of a disability to access this technical assistance webcast, contact David Duran no later than 3:00pm, October 30, 2009, by calling (608) 266-9372, Voice; or (888) 701-1251, Textnet.

If you have any questions concerning this webcast or the requirements, please contact Earnestine Moss, Equal Opportunity Officer, DCF, at earnestine.moss@wisconsin.gov or (608) 266-5335; David Duran, Civil Rights Compliance Officer, DHS, david.duran@wisconsin.gov at (608) 266-9372 or Bill Franks, DWD, at william.franks@wisconsin.gov or (608) 266-6889.