

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

___ ACTION
X NOTICE 06-17

ISSUE DATE: 09/29/2006
DISPOSAL DATE: 12/31/2009

*PROGRAM CATEGORIES:

___ AS ___ FM ___ ML ___ TR
XXCC ___ FL ___ NA XXW-2
XXCS ___ IT XXRA XXWIA
XXCF ___ JC ___ TC
XXCR ___ LM ___ TA

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

From: Bill Clingan /s/
Division Administrator

RE: Civil Rights Compliance Monitoring Plan

PURPOSE: To announce the Division of Workforce Solutions (DWS) Civil Rights Compliance (CRC) Monitoring Plan for the period of July 1, 2006 through December 31, 2009.

BACKGROUND: All agencies that have contract/grant and related agreements with DWS (hereafter referred to as recipients) are subject to periodic CRC monitoring by DWS to assure compliance with Equal Opportunity, Affirmative Action and Limited English Proficiency requirements.

To fulfill DWS CRC monitoring requirements, recipients may need to respond to special surveys or inquiries or provide self assessments for review by DWS, or they may need to participate in on-site reviews conducted by DWS.

DWS CRC monitoring is led by the Civil Rights Unit in the Bureau of Division-Wide Services in cooperation with the DWS grant/contract managers. Programs funded under the Workforce Investment Act (WIA), Temporary Assistance for Needy Families (TANF) and other state/federal

* PROGRAM CATEGORIES:

AS--Apprenticeship Standards	FM--Financial Management Requirements	ML--Migrant Labor	TR--Transportation
CC--Child Care	FL--Foreign Labor Certification	NA--Native American Services	W-2--Wisconsin Works
CS--Child Support	IT--IT Systems	RA--Refugee Assistance	WIA--Workforce Investment Act
CF--Children First	JC--Job Center	TC--Tax Credit Programs	
CR--Civil Rights	LM--Labor Market Information	TA--Trade Assistance	

programs/activities/services administered by DWS may be included in CRC monitoring. The TANF and other state/federal programs include Wisconsin Works (W-2) and Related Programs, Child Care, Child Support, Refugee Assistance and others as applicable.

POLICY: All recipient agencies of DWS are subject to monitoring for compliance with Section 188 of the Workforce Investment Act of 1998 29 Code of Federal Regulations (CFR) part 37 and/or the United States Department of Health and Human Services (USDHHS) 45 CFR Part 80, and Section 504 of the Rehabilitation Act of 1973.

These federal regulations require recipients to abide by the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Title VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.

CRC monitoring requirements applicable to specific DWS funding recipients are as follows:

- WIA Programs: Each Workforce Development Board (WDB) is subject to on-site monitoring by DWS every other year at a minimum. Each WDB or other recipient of WIA funds is responsible for monitoring subgrants/contracts in accordance with the DWS *Workforce Programs Guide* at <http://www.dwd.state.wi.us/dwdwia/>. Recipients are strongly encouraged to conduct an annual Self-Evaluation identified below.
- TANF and Other State and Federal Programs: TANF and other state/federal funding recipients of DWS are required to complete an annual CRC Self-Assessment and responsible for monitoring subcontracts in accordance with the *Civil Rights Compliance Requirements* issued jointly by Wisconsin's Department of Health and Family Services and Department of Workforce Development at http://dwd.wisconsin.gov/dws/civil_rights/plans_instructions.htm.

DWS will conduct CRC monitoring in accordance with the attached CRC Monitoring Plan located at http://dwd.wisconsin.gov/dws/civil_rights/monitoring.htm.

ACTION SUMMARY STATEMENT: Recipients must be prepared to respond to DWS CRC compliance monitoring requirements.

Recipient agencies where onsite monitoring visits are scheduled should refer to the *Civil Rights and Equal Opportunity Monitoring Reviewer's Guide* located at the above website to prepare for the review. Once confirmed, the schedule of on-site visits will also be posted on the site.

All recipients may be required to submit a self-assessment or respond to other inquiries for review by DWS.

CONTACT: William Franks, DWS Equal Opportunity Specialist

Attachment(s): Civil Rights Compliance Monitoring Plan

cc: WIA Local Program Liaisons
W-2 Regional Office Contract Managers
Janice Peters, Bureau of Wisconsin Works (W-2)
Dianne Reynolds, Bureau of Workforce Programs, WIA Section
Laura Saterfield, Bureau of Workforce Programs, Child Care Section
Sue Levy, Bureau of Migrant, Refugee and Labor Services
Sue Pfeifer, Bureau of Child Support