

LWIA EO Self-Evaluation



COMPLIANCE, COLLABORATION, COOPERATION, COMMUNICATION, AND INCLUSION

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DCEO is an Equal Opportunity Employer

EO Officer: Tel: 217-558-2418 Fax: 217-558-2444

Auxiliary aids and services are available upon request to individuals with disabilities

Elements

This self-evaluation is the first step in the monitoring process. To be in compliance the LWIA is required to complete on an annual basis and submit to the DCEO EO Officer by June 30 of each year. It is a composite of the entire local area and representative of each Illinois workNet Center, satellite, contractor and service provider. The evaluation is not exhaustive of all the requirements within Section 188 or the implementing regulations. However, it is intended to give a snapshot of compliance with nondiscrimination and equal opportunity for the prior year. Reflected within the evaluation should be the work of the Local EO officer for the prior year (i.e. monitoring training, complaint processing, etc.) When a deficiency is noted, cite which location has the issue.

Element 1: Designation of EO Officer References: <ul style="list-style-type: none"> • Methods of Administration, Element 1 • 29 CFR Part 37.23 - .28 • LWIA Designation Letter 	Measure Met		State corrective action (How/When)
	YES	NO	
Equal Opportunity Coordinator/Officer(s) who meet the eligibility criteria and assume prescribed responsibilities (such as monitoring, investigating, reviewing written policies, undergoing training) have been designated as required. [29 CFR 37.23-.28]			
The name of the EO Officer, address, telephone number, TDD/TTY, and email address are available at all locations.			
Annual training opportunities have been conducted within the LWIA to ensure compliance with nondiscrimination and equal opportunity provisions. [29 CFR 37.26]			

Comments:

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Element 2: Notice and Communication References: <ul style="list-style-type: none"> • Methods of Administration, Element 2 • 29 CFR Part 37.29 - 36 • EO Is the "Law" Posters 	Measure Met		State corrective action (How/When)
	YES	NO	
Each location within the LWIA (comprehensive, satellites, recipients, service providers) displays the "Equal Opportunity is the Law" notice with the Local EO Officer's name or title, location, and telephone number. [37.26 (a)]			
Each location within the LWIA provides initial and ongoing notice that they do not discriminate.			
Orientation sessions provide EO information regardless of the location within the LWIA.			
WIA registrants and applicants files contain a signed statement indicating the receipt of the EO Notice.			
All locations within the LWIA (comprehensives, satellites, recipients, service providers) have the EO notice in alternate formats and languages other than English. [37.35]			
Policies, manuals and procedures at all locations within the LWIA (comprehensives, satellites, recipients, and service providers) contain the EO notice. [37.31]			
The tag line "equal opportunity employer/program" and auxiliary aids and services are available upon request to individuals with disabilities is included on all recruitment materials, media-releases, program brochures, job-fairs, and similar publications. [37.34]			

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Each location within the LWIA (comprehensives, satellites, recipients and service providers) has a working TDD/TTY, access to the Relay Service, or and/or language line. [37.34]			
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Comments:

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Element 3: Contract/Assurances Clauses References: <ul style="list-style-type: none"> • Methods of Administration, Element 3 • 29 CFR Part 37.20 - 22 & Sect. 188 of WIA • Contracting Information 	Measure Met		State corrective action (How/When)
	YES	NO	
When providing grants or sub-contracts for services supported with WIA funds, each grant, cooperative agreement, contract or other arrangement includes the assurance not to discriminate as outlined in Section 188 of the Workforce Investment Act.			

Comments:

Element 4: Universal Access References: <ul style="list-style-type: none"> • Methods of Administration, Element 4 • 29 CFR Part 37.42 • Sect. 188 of WIA 	Measure Met		State corrective action (How/When)
	YES	NO	
The LWIA has a demographic assessment plan, survey, or study of the population served. [37.42]			
An LEP program that covers the entire LWIA is in place and distributed to all locations. [37.35]			
An outreach plan or program is in place that reaches out to a substantial population segment, including people with disabilities. [37.4] and 29CFR 35.104			
A policy is in place for accessing a sign language interpreter and a listing of sign language interpreters is available at all locations.			

Comments:

Element 5: Compliance w/Section 504 References: <ul style="list-style-type: none"> • Methods of Administration, Element 5 • 29 CFR Part 37.7-.9, and .54 • Sect. 188 of WIA and 29CFR32 parts B-C 	Measure Met		State corrective action (How/When)
	YES	NO	
All facilities within the LWIA provide communications with individuals with disabilities as effectively as with others. [37.9]			
All facilities within the LWIA comply with ADAAG (Americans with Disabilities Act Accessibility Guide) and the Illinois Accessibility Code, whichever is more stringent.			Note: Buildings built after 1998 must comply! Use Illinois Accessibility Code checklist.
All facilities within the LWIA provide programs and activities physically accessible to individuals with disabilities. [37.7(d)]			
Written policies and procedures in effect at each location within the LWIA address reasonable accommodations, auxiliary aids and services, and proper protocol (etiquette) to interact with individuals with disabilities. Staff knows these policies. [37.8 - 9]			

Comments:

Element 6: Data Collection, Information Collection, & Records Maintenance References: <ul style="list-style-type: none"> • Methods of Administration, Element 6 • 29 CFR Part 37.37 Thru 37.49 	Measure Met		State corrective action (How/When)
	YES	NO	
EO information is properly secured to ensure confidentiality and being used only for record keeping and reporting, determining applicant eligibility, and determining program compliance with nondiscrimination requirements. Randomly check at least 10 files. [37.37 (b) (2) and 29 CFR 32.15]			
Records are kept for at least 3-years or long enough for the Governor or the CRC to monitor the records. [§37.37(a)] This includes applicant and employee (past and current) records, complaints, etc			NOTE: Records connected to legal issues are kept open until 3yrs after the issue is resolved.
A complaint log is maintained within the LWIA and submitted appropriately.			

Comments:

Element 7: Compliance Monitoring References: <ul style="list-style-type: none"> • Methods of Administration, Element 7 • 29 CFR Part 37. 51 Thru.54(d) (2) (ii)] 	Measure Met		State corrective action (How/When)
	YES	NO	
There is an established plan that in place for monitoring and investigating nondiscrimination and equal opportunity provisions.			

Comments:

Element 8: Compliant Processing Procedures References: <ul style="list-style-type: none"> • Methods of Administration, Element 8 • 29 CFR Part 37. 70 Thru 37.89 	Measure Met		State corrective action (How/When)
	YES	NO	
Complaints filed alleging discrimination in the provision of services in the last twelve (12) months was submitted to the State EO Officer.			
Responses to complaints were in writing and appropriately recorded on the complaint log.			

Complaint procedures are visibly posted in all locations.			
Staff within the LWIA are aware of the complaint process.			
Complaint procedures are distributed to applicants, participants, and staff.			
Comments:			

Element 9: Corrective Actions/Sanctions References: <ul style="list-style-type: none"> • Methods of Administration, Element 9 • 29 CFR Part 37.54 	Measure Met		State corrective action (How/When)
	YES	NO	
Corrective actions and prospective relief plans are being implemented and maintained as appropriate.			
Supporting documentation that justifies corrective action is on file.			
Comments: <u>Corrective Actions/Sanctions will be administered in accordance with the actions needed to correct the violation.</u>			