



APPLICANT RIGHTS & RESPONSIBILITIES

I. Social Security Number Disclosure Statement

Providing your Social Security number is voluntary. If you provide it, your number will be used for keeping records and doing research and planning. Your Social Security number will not be given to the general public. If you choose not to provide your Social Security number, you will not be denied any services provided solely under Title IB of the Workforce Investment Act. Providing your Social Security number means that you consent to use of the number in the manner described below.

State and federal law protects the privacy of your records. The Workforce Investment Act (WIA) is a federal law that creates a system for training and employment services. By combining employment and training services, you receive better service.

State rules (OAR 151-020-0065) authorize Clackamas Technical Education Consortium (C-TEC) to request that you voluntarily provide your Social Security number to be used for the following purposes:

- As an identification number in maintaining records, and
- As an identification number for gathering information to be used for program evaluation and planning, as required under state and federal law.

The Social Security number you provide could be shared and used by C-TEC and other organizations authorized to use such information for the following federal and state laws:

- WIA sections 136, 185 and 188 (29 USC 2871, 2935 and 2938)
- ORS 285A.455 and 285A.461

When you allow C-TEC to use your Social Security number, other documents we have with your SSN on them may be used for the same purposes as stated above.

By applying for services, you are giving permission for the Clackamas Technical Education Consortium to use your Social Security Number and related records in the Shared Information System. (The authority for your Social Security Number to be used by the Shared Information System is given in Oregon Administrative Rule #123-70-240 (3) (d) and Oregon Laws 1993, Chapter 765, Section 19a (3)). The Shared Information System collects information from organizations in Oregon that provide workforce training and services. This information is summarized and used by those organizations and the legislature to analyze and improve workforce programs in Oregon. No information, which could identify you or anyone else, is given out by the Shared Information System. Also, the information produced by the Shared Information System will not be used to make any decision or take any action that would directly affect any individual.

II. Equal Opportunity Is The Law / Non-Discrimination Statement

C-TEC Youth Services and its contractors are Equal Opportunity Programs and are committed to providing quality workforce services. It is against the law for C-TEC Youth Services and its contractors are prohibited from discriminating on the following bases: race, color, religion, sex, national origin, age, expunged juvenile record, disability, family relationship, political affiliation, belief or personal association; and against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity. C-TEC Youth Services and its contractors may not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIA Title I- financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

If you think that you have been subjected to discrimination by C-TEC Youth Services or its contractors, have a complaint about the training or employment services you receive while in any of C-TEC WIA Youth Services programs or activities, or are aware of violations of federal, state or local laws by C-TEC Youth Services or its contractors, you have a right to file a complaint. Should you file a complaint; C-TEC Youth Services will work to help you resolve the problem. You will not be penalized in any way for filing a complaint.

III. General Grievance Complaint Procedure

You should be aware of the procedures available to you before filing a formal complaint. This does not prevent you from filing a formal complaint with C-TEC Youth Services or the appropriate state or federal agency, but often can be very helpful in quickly resolving a problem.

- First, talk your problem over with your service counselor, work site supervisor, classroom teacher or supervisor at the training site.
- If you are unable to resolve the issue in a reasonable amount of time, call the C-TEC Youth Service Program Coordinator, Molly Aleshire at 503.594.3964.
- If the C-TEC Youth Service Program Coordinator is unable to negotiate a solution for you or you are not satisfied with the results, you may request a meeting with the C-TEC Youth Service Program Coordinator.
- If you are not happy with the results of this process, you may file a formal written complaint. You must file the complaint within one year of the problem unless you are complaining about fraud or criminal activity for which there is no time limit. Formal complaint procedures, requirements, and contacts are available upon request from the C-TEC Youth Service Program Coordinator.

IV. What To Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: the Workforce Investment Council of Clackamas County (WICCO) Equal Opportunity Officer; or the Director, 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 WICCO, you must wait either until WICCO 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 WICCO 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 WICCO 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 WICCO).

If the WICCO does give you a 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.

- FOR INFORMATION OR TO FILE A DISCRIMINATION COMPLAINT, CONTACT:
Amy Black/ WICCO EO Officer, 503.477.2023, Oregon Relay: 711
- FOR INFORMATION OR TO FILE A COMPLAINT OF SUSPECTED FRAUD, ABUSE, OR OTHER PROGRAM RELATED CRIMINAL ACTIVITY CONTACT:
Bridget Dazey, WICCO Executive Director, 503.657.1729 and Department of Community Colleges and Workforce Development, 1.503.378.8648, Oregon Relay: 711
- FOR INFORMATION OR TO FILE A GENERAL GRIEVANCE, CONTACT:
Molly Aleshire, Program Coordinator, C-TEC Youth Services, 503.594.3964, Oregon Relay: 711