



NEW YORK STATE WORKFORCE DEVELOPMENT SYSTEM TECHNICAL ADVISORY

Workforce Development System Technical Advisory #02-19.2

TO: Workforce Development Community

DATE: December 26, 2013

SUBJECT: Submission of Discrimination Complaint Logs to New York State Workforce Investment Act Equal Opportunity Officer (NYS WIA EO Officer)

Purpose:

All Workforce Investment Act (WIA) Title I-funded Local Workforce Investment Areas (LWIAs) are required to **submit Title I Discrimination Complaint Logs (DEOD 835) for their respective One-Stop Career Centers.** These logs are maintained by Local Workforce Investment Area Equal Opportunity Officers and submitted to the NYS WIA EO Officer **on a Quarterly Basis for each federal fiscal year. (October 1-September 30).**

This Technical Advisory (TA) rescinds and replaces TA #02-19.1, dated February 23, 2012.

Action:

LWIAs are required to submit One-Stop Career Center Title I Discrimination Complaint Logs (DEOD 835) on a quarterly basis. Logs for each One Stop Career Center are to be submitted to: NYS WIA EO Officer, New York State Department of Labor (NYSDOL), Division of Equal Opportunity Development (DEOD), at the following email address: divisionofequalopportunitydevelopment@labor.ny.gov.

The timeframe for submitting Title I Discrimination Complaint Logs is as follows:

Quarter

Q1= October 1 - December 31	due by January 5
Q2= January 1 - March 31	due by April 5
Q3= April 1- June 30	due by July 5
Q4= July 1 - September 30	due by October 5

Each time a complaint is received and accepted or when such complaint is referred to another State or federal agency, it is to be documented on the Discrimination Complaint Log.

Background:

DEOD conducts periodic reviews of recipients of financial assistance of WIA Title I funds to evaluate applicable equal opportunity and nondiscrimination laws and regulations. Maintenance of the discrimination complaint logs for the local One-Stop Career Center is the responsibility of the LWIA Grant Recipient. **DEOD is responsible for collecting the Title I Discrimination Complaint Logs and making a single consolidated submission to the United States Department of Labor's Civil Rights Center (USDOL CRC) in accordance with 29 CFR Part 37.37(c), which requires each Title I recipient to maintain and submit, upon request, a log of complaints filed with it that allege discrimination on the grounds prohibited by §188 of WIA.**

Inquiries:

Questions concerning this TA can be addressed at: (518) 457-1984 or divisionofequalopportunitydevelopment@labor.ny.gov.

References:

Federal Register, at 29 CFR Part 37.37(c)
Workforce Investment Act of 1998, §188

Attachments:

- A. [NYS WIA Title I Discrimination Complaint Log \(DEOD 835\)](#)
 - B. [NYS WIA Title Discrimination Complaint Log Instructions](#)
-