



**Department of Workforce Services
and
Arkansas Workforce Investment Board Issuance PY 08-03**

From: Artee Williams, Director
Kenneth Ferguson, Executive Director

Date: August 04, 2008

Subject: Equal Opportunity Is The Law Notice

To: Local Workforce Investment Areas (10)

1. **Purpose:** To transmit guidance regarding the Equal Opportunity Is the Law Notice.
2. **Background:** This notice is a written document with prescribed language that is intended to inform the public that the recipient does not discriminate, and explains where, when and with what entity an individual may file a complaint.
3. **Information:** It has been brought to our attention by the Equal Opportunity Manager that during the monitoring process a number of local workforce investment areas are using an incorrect Equal Opportunity Is the Law notice. Any beneficiary or program financially assisted under Title I of the Workforce Investment Act of 1988 is required to post this notice on their premises as well as disseminate it in other ways on an ongoing basis. Premises include all offices and permanent worksites. All WIA recipients are required to use this notice in its entirety without any editing or changes in the language. Also this EO notice is required to be signed, dated, and placed in every participant file.

Attached is a correct copy of this EO notice. Please confirm in writing that you received a copy to: Freddy Jacobs, EO Manager, P. O. Box 2981, Little Rock, AR 72203.

4. **Action Required:** Please ensure that all Local Workforce Investment Areas' Executive Directors are made aware of this information.
5. **Expiration Date:** Continuing
6. **Contact Information:** Please contact Freddy Jacobs, EO Manager for further information at (501) 682-3106 or freddy.jacobs@arkansas.gov.