

**Workforce Development System
Technical Advisory #24-01
April 10, 2024**

To: Workforce Development Community

SUBJECT: Submitting Workforce Innovation and Opportunity Act (WIOA) Title I
Discrimination Complaint Logs to the WIOA State-Level Equal Opportunity (EO)
Officer

PURPOSE

Provide guidance to Local Workforce Development Boards (LWDBs) on the requirement to submit WIOA Title I Discrimination Complaint Logs for their respective One-Stop Career Center(s) to the WIOA State-Level EO Officer.

Rescind and replace Workforce Development System Technical Advisory (WDS TA) #02-19.2 – Submission of Discrimination Complaint Logs to New York State Workforce Investment Act Equal Opportunity Officer (NYS WIA EO Officer) (December 26, 2013).

POLICY

WIOA Title I Discrimination Complaint Logs must be maintained by the designated Local Workforce Development Area (LWDA) EO Officer.

The LWDA EO Officer is required to submit **Attachment A: Workforce Innovation and Opportunity Act (WIOA) Title I Discrimination Complaint Log** for each of their One-Stop Career Center(s) on a quarterly basis for each federal fiscal year (October 1-September 30).

ACTION

Each time a discrimination complaint is received and accepted, or when such complaint is referred to another state or federal agency, it is to be documented on **Attachment A**.

Attachment A for each One-Stop Career Center must be submitted to the WIOA State-Level EO Officer at DEOD@labor.ny.gov by the due date as detailed in the table below.

Quarter (Q)	Timeframe	Due Date
Q1	October 1 – December 31	January 5
Q2	January 1 – March 31	April 5
Q3	April 1 – June 30	July 5

Q4	July 1 – September 30	October 5
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Note: Attachment A must be submitted even if no discrimination complaints were submitted in the quarter. Fields may be filled out using “0” or “N/A.”

BACKGROUND

The New York State Department of Labor’s (NYSDOL) Division of Equal Opportunity Development (DEOD), on behalf of the WIOA State-Level EO Officer, conducts annual reviews of recipients of financial assistance of WIOA Title I funds to evaluate their compliance to applicable equal opportunity and nondiscrimination laws and regulations.

Maintenance of the WIOA Title I Discrimination Complaint Logs for the One-Stop Career Centers is the responsibility of the LWDA Grant Recipient.

DEOD is responsible for collecting the WIOA 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 38.41(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 Section 188 of WIOA.

REFERENCES

WIOA (Public Law 113-128)

WIOA Section 188

29 CFR Part 38.41(c)

INQUIRIES

Questions regarding this TA may be directed to DEOD@labor.ny.gov or (518) 457-1984.

ATTACHMENTS

A: [Workforce Innovation and Opportunity Act \(WIOA\) Title I Discrimination Complaint Log](#)

B: [Workforce Innovation and Opportunity Act \(WIOA\) Title I Discrimination Complaint Log Instructions](#)