**TENNESSEN WARNING NOTICE**

When you receive services from state or federally funded programs, we will ask you for information about yourself. The data we are asking you to provide about yourself is classified as private or confidential data.

**The reason that DEED is collecting this information about you is to:**

* Decide if you are eligible for services, which services you are eligible for, and to coordinate and track services provided to you;
* Help you obtain employment by sharing work and education history with prospective employers; and
* Improve public services by evaluating and analyzing data about our performance of our programs. This includes, but is not limited to, sharing summary data with all unique personal identifiers removed, with the Margaret A. Cargill Philanthropies and the Wilson Foundation.

You are not legally required to provide information about yourself and may refuse to provide information about yourself. However, if you do not supply sufficient information about yourself, it may limit our ability to provide services to you. Your information may be shared with other government entities who have a legal right to this data including, but not limited to, the U.S. Department of Labor, the Office of Higher Education, the Office of the Legislative Auditor, the State Auditor, employment and training service providers, and welfare agencies. Your information may also be shared by court order or as otherwise authorized by the law.

**Types of personal information you might be asked to provide and why we need it:**

* **Social Security Number (SSN)**: Your SSN is requested to identify you as a unique individual, to find wage data;
* **Name, address, birth date, and contact information**: This is used to identify and contact you;
* **Age, gender, ethnicity, race, disability, and economic status:** This demographic information is collected to help determine if you are eligible for additional assistance;
* **Veteran status:** Veteran status is asked to determine if you are eligible for priority services and
* **Other personal information, such as school records, job skills and work history:** Education and work history is used to help plan your employment and training goals.

**EQUAL OPPORTUNITY IS THE LAW**

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual’s citizenship status or participation in any WIOA Title I–financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA 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.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

**WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION**

If you think that you have been subjected to discrimination under a WIOA 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 recipient’s Equal Opportunity Officer (or the person whom the recipient has designated for this purpose);

**Local Equal Opportunity (EO) Officer:** Name, Organization, Address, City, MN Zip code, XXX-XXX-XXXX (Voice), (FAX), Email address

**WIOA EO Officer:** Karen Lilledahl, DEED, Office of Diversity & Equal Opportunity, 1st National Bank Building, 332 Minnesota Street E200, St. Paul, MN 55101, 651-259-7089 (Voice), 651-297-5343 (Fax), [Karen.Lilledahl@state.mn.us](mailto:Karen.Lilledahl@state.mn.us)

or

**State EO Officer:** Heather Stein, DEED, Office of Diversity & Equal Opportunity, 1st National Bank Building, 332

Minnesota Street E200, St. Paul, MN 55101, 651-259-7097 (Voice), 651-297-5343 (Fax), [heather.stein@state.mn.us](mailto:heather.stein@state.mn.us)

# Director, Civil Rights Center (CRC), U.S. Department of Labor

**200 Constitution Avenue NW, Room N-4123, Washington, DC 20210**

or electronically as directed on the CRC website a[t www.dol.gov/crc.](http://www.dol.gov/crc)

If you file your complaint with the recipient, you must wait either until the recipient 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 recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. 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 recipient). If the recipient 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.

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