

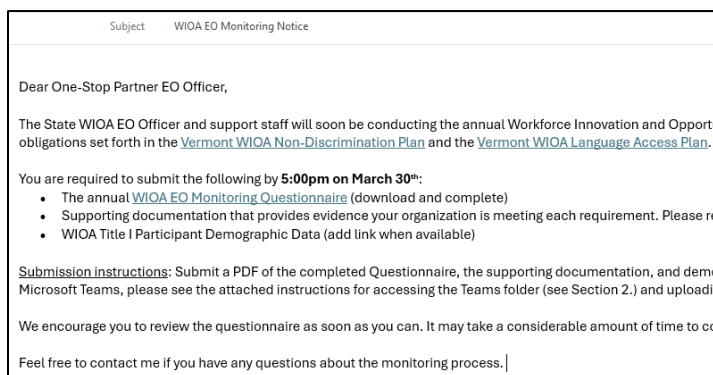
WIOA EQUAL OPPORTUNITY MONITORING

WHAT TO EXPECT

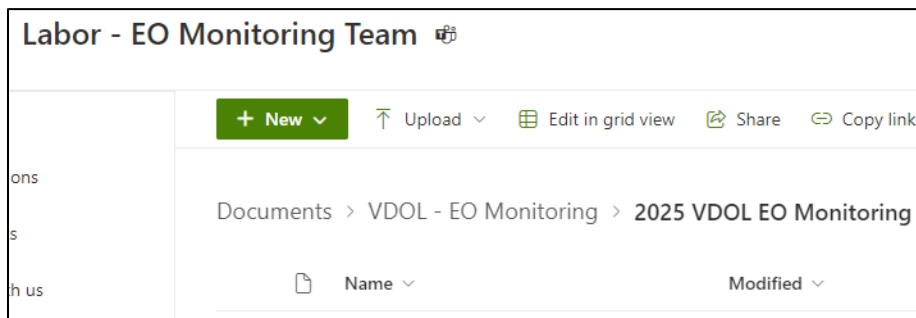
Vermont WIOA One-Stop Partners are required to follow the non-discrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act (WIOA) and the associated federal regulations. The State EO Officer is responsible for ensuring the One-Stop Partners are following the requirements by conducting annual monitoring activities. The following is an outline of what One-Stop Partners can expect.

Step 1. Notification Letter

The [One-Stop Partner EO Officer](#) will receive a letter via email from the State EO Officer’s support staff person notifying them of the upcoming monitoring activities and due date for materials submission.



The notification letter will include a link to a Microsoft Teams folder that the One-Stop partner will use to upload their monitoring materials to.



Step 2. Annual Monitoring Questionnaire

Each One-Stop Partner will complete and submit a [monitoring questionnaire](#). It includes mostly yes/no questions and provides space for comments if an explanation is needed.

Element	Questions	Recipient Comments	Supporting Doc #s)
Notice and Communication - §38.34-38.40 NDP Element 3	1. Does your Equal Opportunity Notice include information on participants' rights and specific procedures for filing a discrimination related complaint? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Have all your participants received a copy of the Equal Opportunity Notice in the last year? <input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap here to enter text.	Click or tap here to enter text.

One-Stop Partners are also required to submit documentation that supports the answers and comments provided in the questionnaire. These documents/files must be numbered, and the number should be noted in the box provided on the questionnaire. One-Stop partners can refer to the [WIOA EO Supporting Documentation Guide](#) for suggestions for the types of supporting documentation to include.

Step 3. WIOA Participant Demographic Data

The State EO Officer is required to conduct an annual statistical analysis of WIOA participant demographic data, including analysis by race/ethnicity, sex, language needs, primary language, age and disability status. One-Stop partners are required to submit WIOA participant demographic data during the annual monitoring review. An Excel spreadsheet is available for data collection and submission. If the Excel spreadsheet creates a burden for the Partner, the State support staff will work with the Partner to determine an alternate way to submit the data.

VERMONT
DEPARTMENT OF LABOR

Counties Served:

Organization: <input type="text"/>	Addison FALSE	Lamoille FALSE
Date Submitted: <input type="text"/>	Bennington FALSE	Orange FALSE
Submitted By: <input type="text"/>	Caledonia FALSE	Orleans FALSE
Email: <input type="text"/>	Chittenden FALSE	Rutland FALSE
	Essex FALSE	Washington FALSE
	Franklin FALSE	Windham FALSE
	Grand Isle FALSE	Windsor FALSE

PARTICIPANTS FOR PROGRAM YEAR 2023 (JULY 2023 - JUNE 2024)
Please complete every field below for each participant. Each participant should only be entered once per program year.
Please do not enter any personally identifiable participant information

Age Sex Race/Ethnicity Language Needs Primary Language Disability

Step 4. Submission

The One-Stop Partner must upload a PDF copy of the completed Questionnaire, the supporting documentation and WIOA participant demographic data to the Microsoft Team folder by the due date provided in the notification letter.

Step 5. State EO Officer Review and Report of Findings

The State EO Officer and support staff will review the materials submitted and determine if the One-Stop Partner is meeting the WIOA non-discrimination and equal opportunity requirements. Once the review is complete, the State EO Officer will issue a monitoring report. The State support staff person will communicate with the One-Stop Partner on a regular basis to inform them of the progress and anticipated timeline.

Step 6. Follow-up Activities

If it is determined that the One-Stop Partner is not meeting one or more of the WIOA non-discrimination and equal opportunity requirements, next steps may include a corrective action plan, technical assistance and/or a site visit. If these actions do not resolve the deficiencies found in the monitoring process, sanctions may be imposed.

References:

- Code of Federal Regulations (CFR) requirement: [29 CFR 38.51](#)
- Further information can be found in the [Vermont WIOA Non-Discrimination Plan](#), Element 6.

The Vermont Department of Labor is an equal opportunity employer that administers equal opportunity programs. Auxiliary aids are available upon request to individuals with disabilities. Free language access assistance is also available. Send an email to labor.eoofficer@vermont.gov if you are in need of these services.