

Babel Notice

IMPORTANT! This document contains **important information** about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. **Call (478) 953-4771** for assistance in the translation and understanding of the information in this document.

Spanish

¡IMPORTANTE! Este documento contiene **información importante** sobre sus derechos, responsabilidades y/o beneficios. Es importante que usted entienda la información en este documento. Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo alguno para usted. **Llame al (478) 953-4771** para pedir asistencia en traducir y entender la información en este documento.

Chinese - Traditional

重要須知！ 本文件包含**重要資訊**，事關您的權利、責任，和／或福利。請您務必理解本文件所含資訊，而我們也將使用您偏好的語言，無償為您提供資訊。請致電**(478) 953-4771** 洽詢翻譯及理解本文件資訊方面的協助。

Vietnamese

LƯU Ý QUAN TRỌNG! Tài liệu này chứa **thông tin quan trọng** về quyền hạn, trách nhiệm và/hoặc quyền lợi của quý vị. Việc hiểu rõ thông tin trong tài liệu này là rất quan trọng, và chúng tôi sẽ cung cấp miễn phí cho quý vị thông tin này bằng ngôn ngữ mà quý vị ưa dùng. **Hãy gọi (478) 953-4771** để được hỗ trợ về việc thông dịch và hiểu thông tin trong tài liệu này.

Tagalog

MAHALAGA! Naglalaman ang dokumentong ito ng **mahalagang impormasyon** tungkol sa iyong mga karapatan, responsibilidad at/o benepisyo. Napakahalaga na nauunawaan mo ang impormasyong nakapaloob sa dokumentong ito, at ibibigay namin nang libre ang impormasyon sa pinili mong wika. **Tumawag sa (478) 953-4771** upang humingi ng tulong sa pagsasalang-wika at pag-unawa sa impormasyong nasa dokumentong ito.

French

IMPORTANT! Le présent document contient **des informations importantes** sur vos droits, vos responsabilités et/ou vos avantages. Il est essentiel que vous compreniez les informations figurant dans ce document, et nous vous fournirons gratuitement les informations dans la langue de votre choix. **Appelez au (478) 953-4771** pour obtenir de l'aide pour la traduction et la compréhension des informations contenues dans le présent document.

Haitian Creole

ENPÒTAN! Dokiman sa a gen **enfòmasyon enpòtan** ladan konsènan dwa, responsablite ak/oswa avantaj ou yo. Li ap vrèman enpòtan pou ou konprann enfòmasyon yo ki nan dokiman sa a, epi n ap ba ou enfòmasyon sa yo nan lang ou prefere a gratis. **Rele (478) 953-4771** pou jwenn asistans pou tradui ak pou konprann enfòmasyon ki nan dokiman sa a.

Portuguese

IMPORTANTE! Este documento contém **informações importantes** sobre os seus direitos, responsabilidades e/ou benefícios. É essencial que compreenda as informações constantes neste documento, as quais disponibilizaremos, gratuitamente, na língua à sua escolha. **Contacte o número (478) 953-4771** para solicitar ajuda para traduzir e compreender as informações contidas neste documento.

Arabic

مهم! يحتوي هذا المستند على **معلومات مهمة** حول حقوقك ومسؤولياتك و/أو فوائده. من الأهمية بمكان فهم المعلومات الواردة في هذا المستند، وسنوفر المعلومات بلغتك المفضلة دون تحميلك أي تكلفة. **اتصل على الرقم (478) 953-4771** للحصول على مساعدة في ترجمة المعلومات الواردة في هذا المستند وفهماها.

Russian

ВАЖНО! В настоящем документе содержится **важная информация** о ваших правах, обязанностях и/или преимуществах. Крайне важно, чтобы вы поняли информацию, содержащуюся в данном документе, а мы бесплатно предоставим вам эту информацию на выбранном вами языке. **Позвоните по телефону (xxx) xxx-xxxx** для получения помощи в переводе и понимании информации, содержащейся в данном документе.

Korean

중요! 본 문서는 귀하의 권리, 책임 및/또는 이익에 관한 **중요한 정보**를 포함하고 있습니다. 귀하가 본 문서에 있는 정보를 이해하는 것은 대단히 중요하며, 귀하가 원하는 언어로 정보를 제공받으실 수 있습니다. **(478) 953-4771로 전화하여** 본 문서에 있는 정보의 번역 및 이해를 위해 도움받으시길 바랍니다.



GENERAL COMPLAINTS

WorkSource Middle Georgia/Middle Georgia Workforce Development Board (MGWDB)
Middle Georgia Consortium, Inc. (MGCI)
(Recipient of Federal Financial Assistance under Workforce Innovation and Opportunity Act (WIOA))

Equal Opportunity Is the Law

It is against the law for WorkSource Middle Georgia/MGWDB, a recipient of Federal financial assistance, to discriminate on the following basis:

- 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.

WorkSource Middle Georgia/MGWDB 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.

WorkSource Middle Georgia/MGWDB, a recipient 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, WorkSource Middle Georgia/MGWDB is 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:

<p>WorkSource Middle Georgia/MGWDB Terrell Mitchell Equal Opportunity Officer 124 Osgian Blvd., Suite A Warner Robins, GA 31088 Phone: 478- 953-4771 or 1-800-537-1933 TDD/TTY (800) 255-0056 Email: tmitchell@mgwib.com</p>	<p>Technical College System of Georgia, Office of Workforce Development (TCSG-OWD) David Dietrichs Compliance and Legal Affairs Director 1800 Century Place N.E., Suite 150 Atlanta GA 30345-4304 404-679-1371 Email: wioacompliance@tcsgeu</p>	<p>The Director, Civil Rights Center (CRC) U.S. Department of Labor 200 Constitution Ave. NW, Room N-4123 Washington, DC 20210 Or electronically as directed at: www.dol.gov/crc For Hearing Impaired: Georgia Relay Center 1-800-255-0056 or 711</p>
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If you file your complaint with WorkSource Middle Georgia/MGWDB or with TCSG-OWD, you must wait either until WorkSource Middle Georgia/MGWDB or TCSG-OWD issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (CRC) (see address above).

If WorkSource Middle Georgia/MGWDB or TCSG-OWD 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 WorkSource Middle Georgia/MGWDB or TCSG-OWD).

If WorkSource Middle Georgia/MGWDB or TCSG-OWD 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.

For all other complaints, you may file a complaint within 120 days from the date of the alleged violation with WorkSource Middle Georgia/MGWDB Equal Opportunity Officer as listed above.

In case of suspected fraud, abuse or other alleged criminal activity, you should direct your concerns to Georgia Office of Inspector General, 1-866-435-7644 or email at inspector.general@oig.ga.gov.

Customer Signature: _____ Date: _____

Parent Signature: _____ Date: _____

(If Customer Under Age 18)

We are An Equal Opportunity Employer/Program with
 Auxiliary Aids and Services Available Upon Request to Individuals with Disabilities