

WIOA Section 188 Nondiscrimination and Equal Opportunity Compliance Checklist

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SUBRECIPIENT NAME:	
ADDRESS:	
CONTACT NAME: <i>(FIRST NAME, LAST NAME)</i>	
CONTACT INFORMATION: <i>(EMAIL AND PHONE NUMBER)</i>	
<p><u>Please Note:</u></p> <ul style="list-style-type: none"> The term “Subrecipient” refers to any Employer, ETPL Provider, and WDBCCC WIOA service provider. The Equal Opportunity Monitoring WIOA Section 188 Checklist is a requirement of all WIOA Title I- financially assisted programs as part of annual monitoring for compliance. For information about Nondiscrimination and Equal Opportunity requirements, see “Nondiscrimination and Equal Opportunity Procedures – wsd17-01”. 	
<p>Please indicate the number of Nondiscrimination and/or Equal Opportunity complaints you received in the past 12 months:</p>	

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A. Policy and Procedure Compliance	Yes/No
1. Does your agency have policies and procedures ensuring non-discrimination on the basis of race; color; religion; sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity); national origin; age; disability; political affiliation or belief?	
2. Does your organization have clear policies and procedures for complaints regarding equal opportunity and non-discrimination?	
3. Are participant rights and program/service information available as necessary in languages other than English?	
4. Are auxiliary aids (e.g. interpreters, readers, Braille materials) available to applicants and/or participants with aural, visual and/or physical disabilities?	
5. Are applicants/participants informed of their rights to equal opportunity and non-discrimination?	
6. Does your facility have the ability to communicate with hearing impaired applicants and employees by telephone (TDD)?	
7. Is your overall program accessible to the visual, hearing, or speech impaired?	
8. Does your program ensure WIOA services are available to individuals with disabilities?	
9. Are Equal Opportunity Posters prominently displayed in a location frequented by applicants/participants?	
10. Does your agency engage affirmatively and proactively to outreach to people with disabilities?	

(If you answered "No" to any of the above, you may add written comments to the final page)

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B. Employment Practices and Policies	Yes/No
1. Are rates of pay and all other forms of compensation equal for all employees in the same class, including individuals with a disability?	
2. Are all hiring, promotion, assignment, training, and other employment practices/opportunities applied to all employees?	
3. Are employees provided reasonable accommodations based on disability?	
4. Do all persons, including individuals with a disability, have access to an established grievance procedure that provides due process in resolving complaints alleging discriminatory action prohibited by these policies?	

(If you answered "No" to any of the above, you may add written comments to the final page)

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C. Facilities	Yes/No
1. Are any parking spaces clearly identified with sign posts and ground painting as reserved for individuals with a disability?	
2. Is each designated parking space at least 12 feet wide? (Some vans have wheelchair elevator lifts that require extra space on the side of the van.)	
3. Are individuals with a disability able to get from the accessible parking to the building's entrance without: <ul style="list-style-type: none"> a. Going behind any vehicle other than their own? AND b. Crossing any type of barrier, e.g., steps, steep slopes, curbs, grass, low spots on ground/pavement, buckled concrete, etc.? 	
4. Can individuals with a disability enter the building through an accessible front entrance or an alternative entrance?	
5. Are information/public counter areas accessible to individuals with a disability entering the building?	
6. Is at least one public telephone accessible to individuals with a disability?	
7. Does each meeting room have a doorway that provides a width at least 32 inches when open?	
8. Is the floor level within 60 inches of a doorway leading to each meeting room, both inside and outside?	
9. Is there enough space in the meeting rooms for people on crutches or in wheelchairs to maneuver safely between the table and the wall and around the chairs?	
10. Do doorways leading to the restrooms provide an opening at least 32 inches wide?	

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C. Facilities (continued)	Yes/No
11. Does each restroom have at least one toilet stall with a doorway that opens at least 32 inches?	
12. Is the toilet stool in the accessible stall mounted so a person in a wheelchair would find it accessible after the door is closed?	
13. Is the disabled accessible toilet stall equipped with grab handles?	
14. If the restrooms are set up for a single-occupancy, are the toilet stools accessible to individuals with a disability?	
15. Does at least one accessible building doorway provide a width at least 32 inches when open?	
16. Can the building entrance doors be opened with one hand?	
17. Is the floor level within 60 inches of the building's doorway, both inside and outside?	
18. Do elevators allow access to all levels of the building?	
19. Are the elevators accessible from the accessible entrance?	
20. Does the open elevator door provide a width of at least 32 inches?	
21. Are the elevator controls within 42-48 inches of the floor?	
22. Do the elevator control panel and each elevator entrance have raised numbers and Braille symbols?	

(If you answered "No" to any of the above, you may add written comments to the final page)

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Optional Written Responses – be sure to reference the question number that each response is referring to (example: “#13....”).

Policy and Procedure Compliance – Optional Written Responses
Employment Practices and Policies – Optional Written Responses
Facilities - – Optional Written Responses