

# Oklahoma Employment Security Commission



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Rev. W. B. Parker, Chairman

**Representing Employers**

David Hill, Commissioner  
DeWayne Goodman, Commissioner

## OKLAHOMA EMPLOYMENT AND TRAINING ISSUANCE # 02-2004

**DATE:** December 19, 2003

**TO:** WIA Equal Opportunity Directors and WIA Directors

**SUBJECT:** WIA Equal Opportunity Self-Training Packet for 2003

**PURPOSE:** To provide the WIA Equal Opportunity Officers with a Self Training Packet covering issues covered in the U. S. Department of Labor Annual Equal Opportunity training.

**BACKGROUND:** 29 CFR Part 37, WIA Section 188

**MESSAGE:** Attached are informative issues covered at the Department of Labor's Equal Opportunity training for 2003. The training was over issues of communicating with individuals with disabilities. The WIA programs are to be accessible to all citizens with or without an accommodation. The training also covered Limited English Proficiency. There should be no barriers to communicating information about our program to all citizens and ensure they are included.

**ACTION REQUIRED:** Review the attached materials and add them to the your Methods of Administration Equal Opportunity and Nondiscrimination Manual. You may obtain a hard copy in the mail of the 2003 training information from Barbara Williams, State Designated Equal Opportunity Officer at (405) 557-7255. You may also email Barbara Williams at [barbara.Williams@oesc.state.ok.us](mailto:barbara.Williams@oesc.state.ok.us) for a hard copy to be mailed only.

**RESCISSION:** NONE