

# Oklahoma Employment Security Commission



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Mike Wester, Commissioner  
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## OKLAHOMA EMPLOYMENT AND TRAINING ISSUANCE # 07 - 2008

**TO:** Chairperson of Local Workforce Investment Boards  
Workforce Investment Board Staff  
Director, Workforce Quality  
Director, Workforce Integrated Programs

**FROM:**   
Barbara Williams, State Designated WIA Equal Opportunity  
Officer – Executive Director’s Office

**DATE:** March 14, 2008

**SUBJECT:** DEPARTMENT OF LABOR EQUAL OPPORTUNITY “TAG LINE”  
REQUIREMENT of Notice and Communication

**PURPOSE:** WIA financially funded programs and activities are required to use the tag line “Equal Opportunity Employer/Program” and “Auxiliary aids and services are available upon request to individuals with disabilities.”

**BACKGROUND:** 29 CFR Part 37; IMPLEMENTATION OF THE  
NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS OF THE WIA  
OF 1998.

**MESSAGE:** In accordance to 29 CFR § 37.34 – **What type of notice must a recipient include in publications, broadcasts, and other communications?** (a) Recipients must indicate that the WIA Title I-financially assisted program or activity in question is an “Equal opportunity employer/program.” and that “Auxiliary aids and services are available upon request to individuals with disabilities,” in recruitment brochures and other materials that are ordinarily distributed or communicated in written and/or oral form, electronically and/or on paper, to staff, clients, or the public at large to describe programs financially assisted under Title I of WIA or the requirements for participation by recipients and participants. Where such materials indicate that the recipient may be reached by telephone, the materials must state the telephone number of the TDD/TTY or relay service used by the recipient, as required by § 37.9(c).  
(b) Recipients that publish or broadcast program information in the news media must ensure that such publications and broadcasts state that the WIA Title I-financially assisted

program or activity in question is an “Equal opportunity employer/program” (or otherwise indicate that discrimination in the WIA Title I-financially assisted program or activity is prohibited by Federal law), and indicate that “Auxiliary aids and services are available upon request to individuals with disabilities.”

Orientations to program participants and beneficiaries, as well as to new employees should include a review of the participant/beneficiary or employees’ rights to nondiscrimination and equal opportunity including the right to file a complaint.

**ACTION REQUIRED:** All brochures and other written materials including media commercials distributed to describe programs financially assisted under Title I of WIA or the requirements for participation by recipients and participants should have “Equal Opportunity Employer/Program” and “Auxiliary aids and services are available upon request to individuals with disabilities” on them. Where such materials indicate that the recipient may be reached by telephone, the materials must state the telephone number of the TDD/TTY or relay service used by the recipient, as required by § 37.9(c). This is not a new requirement this was required by JTPA regulations for JTPA and SESA since 1992 as implemented in 1993.

**RESCISSION:** OETI - #7-2001 and SOLO-01-05

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