

## **Tennesen Warning Notice / Use of Data / WIA Title I-B Equal Opportunity Information**

**A partnership sponsored by the Minnesota Department of Employment and Economic Development  
and your local One Stop Service Area**

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*Please read the Tennesen Warning Notice below and the equal opportunity information on the reverse side.  
When you finish reading, please sign and date at the bottom.*

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### **TENNESSEN WARNING NOTICE:**

The data we are asking you to provide about yourself is considered private data by [Minnesota Statute 13.47 subdivision 2](#). In order to collect and use this data we must tell you why we need the data, how we intend to use it and any consequences you may experience if you supply the information or not.

#### **Why we need the data**

- Your Social Security Number is requested to identify you as a unique individual and to find wage data on you that helps us determine how well our services helped you.
- Personal characteristics; age, gender, ethnicity, race, disability and economic status is collected to evaluate our performance and in some cases to determine if you're eligible for special assistance
- Veteran status is asked to determine if you are eligible for special services and to evaluate our service delivery.
- Work and education history is used to help you plan your employment and training goals.

#### **How we intend to use the data**

Work and education history may be shared with prospective employers. In addition to analyzing this data to improve our services, we may share information about you with other employment and training service providers in order to determine what services you may be eligible for and to coordinate services provided to you. Data may be shared with federal and state entities that provide funding for WorkForce Center services. Additionally other government entities with a legal right to this data may see your information

#### **Consequences to you**

You can refuse to supply any or all of this information; you are not legally required to provide any of this information to use WorkForce Center services. Not supplying sufficient information may limit our ability to provide you the services you want.

#### **For more information**

DEED Data Practices [www.deed.state.mn.us/privacy.htm](http://www.deed.state.mn.us/privacy.htm)

Minnesota Data Practices Act [www.revisor.leg.state.mn.us/stats/13/](http://www.revisor.leg.state.mn.us/stats/13/)

Minnesota Department of Administration Information Policy Analysis Division [www.ipad.state.mn.us/index.html](http://www.ipad.state.mn.us/index.html)

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### **EQUAL OPPORTUNITY IS THE LAW: *(Please see the reverse side for additional information)***

We consider applicants without regard to race, color, creed, religion, national origin, age, sex, political affiliation or belief, marital status, disability, sexual orientation, or status with regard to public assistance. It is our policy to abide by all federal, state, and local laws concerning discrimination.

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### **COMPLAINT AND APPEAL POLICY:**

If you feel that anyone in our office has treated you unfairly, you have the right to file a complaint. If you have been denied services, you have the right to an appeal. If you wish to file a formal complaint or an appeal, please see a staff member for assistance.

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I have been made aware of and understand this Tennesen Warning notice. (If you do not understand this statement, please ask that a staff member explain it to you.) I agree that the information on this form may be shared among Minnesota WorkForce Center agencies for the purpose of helping me find employment or training.

I have read the equal opportunity information found on the reverse side "NOTICE TO THE PUBLIC", [Equal Opportunity Is The Law](#). I understand that I have the right to file a complaint of discrimination.

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Date \_\_\_\_\_ Signature \_\_\_\_\_ (If Under 18, Signature of Parent or Guardian)

**This material is available in alternative formats, such as large print, Braille, or audio tape.**

## **NOTICE TO THE PUBLIC** **Equal Opportunity Is The Law**

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and

Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

Deciding who will be admitted, or have access, to any WIA 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.

### **What to Do If You Believe You Have Experienced Discrimination**

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Juanita Lauritsen  
SouthWest MN Private Industry Council, Inc.  
202 North 1<sup>st</sup> Street, Suite 100  
Montevideo, MN 56265  
320-269-5561  
jlauritsen@swmnpic.org

The Director  
Civil Rights Center (CRC)  
U.S. Department of Labor  
200 Constitution Ave. NW,  
Washington, D.C. 20210

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. 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 the recipient).

If the recipient 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.

The above "NOTICE TO THE PUBLIC" applies to the federal programs covered under the Workforce Investment Act. Complaints concerning services provided by non-WIA programs may be processed differently.

The recipient\* must provide the notice to all appropriate parties including: registrants and applicants for services; participants; applicants for employment; employees; unions or professional organizations that hold collective bargaining or professional agreements with the recipient; sub-recipients that receive Workforce Investment Act (WIA) Title 1 funds from the recipient; members of the public, including those with impaired vision or hearing.

**\*Term to Know—Recipient:** Any entity to which financial assistance under WIA Title 1 is extended, either directly from the U.S. Department of Labor or through the Governor or another recipient; excluding the ultimate beneficiaries of the WIA Title 1 funded programs or activities.