

Document No.: PL-18-013
Title: Non-Discrimination Policy



Owner: Executive Director

Status: Reviewed 01/28/2026

Original Issue Date: 8/15/2019

Expiration Date: Until further notice

Last Revision Date: Original Issuance

To: All CareerSource North Florida Staff and Board Members

Purpose: To establish a local policy in alignment with the Nondiscrimination and Equal Opportunity requirements of the Federal Workforce Innovation and Opportunity Act.

Reference:

- Civil Rights Act of 1964 Titles VI and VII (42 USC §2000d et seq.)
- Education Amendments of 1972 Title IX (20 USC § 1681 et seq.)
- Rehabilitation Act of 1973 (Rehab Act) Title V, Section 504 (29 USC § 794 et seq.)
- Age Discrimination Act of 1975 (42 USC § 6101 et seq.)
- Americans with Disability Act of 1990 (ADA), as amended by American Disabilities Act Amendments Act (ADAAA) (42 USC §12101 et seq., Public Law 110-325, 122 Stat. 3553 (2008))
- Workforce Innovation and Opportunity Act (WIOA) Sections 183(c), and 188 (29 USC § 3243(f) and 3248) (Title 29 CFR Part 38)

Background

This policy conforms with the Nondiscrimination and Equal Opportunity requirements of Section 188 of the Federal Workforce Innovation and Opportunity Act (WIOA). Section 188 prohibits discrimination on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in a WIOA-funded program or activity.

Content

The North Florida Workforce Development Board prohibits discrimination and/or the exclusion of individuals from its one-stop facilities, programs, activities and services based on the individual person's race, national origin, color, creed, religion, sex, age, disability, sexual orientation veteran status, or inability to speak English. NFWDB affirms its commitment to providing meaningful opportunities and access to workforce development through programs, services, and activities in compliance with WIOA Section 188, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act, and Title IX of the Education Amendments of 1972. NFWDB strives to initiate and maintain policies and, through CSNF, procedures for its facilities, programs and activities that promote the inclusion and integration of individuals of all races, national origin, creeds, religion, sexes, ages, abilities, sexual orientations, veteran statuses, and limited English-speaking abilities.

Individuals having questions, requests for services/modifications or complaints concerning CSNF's Non-Discrimination Policy should contact the Equal Opportunity Officer who serves to monitor compliance

with related provisions. Additionally, if you believe you have been discriminated against on the basis of any of the above, call or write:

Deborah Cohn

705 E. Base Street

Madison, FL 32340

Deborah.Cohn@careersourcenorthflorida.com

(850)973-9675

Persons with Disabilities

CSNF is committed to include eligible individuals with disabilities in workforce development services, programs, and activities. CSNF shall make every effort to ensure its services, programs, and activities when viewed in their entirety, are readily accessible to and usable by individuals with disabilities. CSNF recognizes its obligation to lead its contractors in reviewing policies, practices, and procedures and when necessary provide modifications and, or auxiliary aids to qualified individuals with disabilities.

Examples of auxiliary aids that may be available at CSNF offices at no cost to customers include assistance in locating suitable items, language lines, TDD's, ADA computer workstations, Braille printers, enlarged text, and text translation. When possible, individuals requesting modifications or auxiliary aids/services should provide CSNF 72 hours advance notice to ensure accommodations can be provided. Because of logistical difficulties of obtaining certain services e.g., interpreters, persons requesting aids and services are strongly encouraged to provide CSNF with additional advance notice.

Although CSNF will give consideration to an individual's choice of auxiliary aid/service, it may not be possible for CSNF to provide auxiliary aids that would result in a fundamental alteration in the nature of the service, program, or activity, or in an undue financial or administrative burden. However, in such instances, CSNF will furnish another auxiliary aid, if available, that does not result in a fundamental alteration or undue burden.

Limited English Speaking (LEP) Persons

CSNF is committed to avoiding the exclusion and/or discrimination against limited English-speaking persons on the grounds of national origin. CSNF is taking reasonable steps to ensure that such eligible persons have meaningful access to workforce development facilities, services, programs, and activities. CSNF recognizes that one of the most important elements required to meet this obligation is for an appropriate mix of written and oral languages assistance. CSNF has translation services available through the language line available at each CSNF office. Through computer technology, documents may be translated providing access to written text.

Action

For immediate implementation, all CareerSource North Florida Staff and Board Members are responsible for adhering to this policy regarding non-discrimination and equal opportunity employment procedures including any future updates. The Executive Director will ensure a designated Equal Opportunity Officer.

Timeline

This policy is effective until further notice, it should be reviewed following three years of issuance or a change in referral guidance.

Signature



Mike Williams, WDB Chair

08/15/2019

Date



Diane Head, Executive Director

08/15/2019

Date

CareerSource North Florida is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.