**MassHire Workforce Development Area:**

**MassHire Workforce Board:**

**Monitor:**  Name:

Phone:

Email:

**MassHire FMO Program Contact:** Name:

Phone:

Email:

**MassHire Career Center site(s):**

**Note:** Please indicate answers below by checking the appropriate box

**EEO Requirements**

**The following EO requirements have been reviewed for the above listed site(s), meeting the compliance requirements of the Workforce Innovation and Opportunity Act (WIOA):**

Have you provided the list of your Complaint Officer(s), EO Officer(s), and Hearings Officer to the Central Office Unified Complaint System contact person as per Policy 100 DCS 03.101.2? [ ] Yes [ ] No

Have all Officers attended the appropriate annual training according to 100 DCS 03.101.2? [ ] Yes [ ] No

Were complaints filed within the appropriate timeframes according to 100 DCS 03.101.2? [ ] Yes [ ] No [ ] N/A

Was the State EO Officer advised of any discrimination related complaint taken? [ ] Yes [ ] No [ ] N/A

Was the complainant given a written notification of receipt of the complaint? [ ] Yes [ ] No [ ] N/A

Was the complainant provided a written statement outlining each of the issues raised in the complaint? [ ] Yes [ ] No [ ] N/A

Was the complainant informed that he/she has the right to representation? [ ] Yes [ ] No [ ] N/A

Was the informal resolution process offered as an alternative to resolve the complaint? [ ] Yes [ ] No [ ] N/A

Was the complainant provided a written Notice of Final Action within the appropriate timeframe from the date complaint was filed?

[ ] Yes [ ] No [ ] N/A

Did the Notice of Final Action contain the EO decision for each issue accepted and an explanation of the reason causing the

decision? [ ] Yes [ ] No [ ] N/A

How are the discrimination complaint records maintained? How long?

Does the EO Officer review written Career Center policies/procedures to make sure they are non-discriminatory? [ ] Yes [ ] No

Do the Board/Career Centers have internal/external communications regarding EO policy? [ ] Yes [ ] No

How is the EO Officer’s identity made known to participants and service providers both on-site and remote?

Does the EO Officer provide EO training to staff? [ ] Yes [ ] No

How often?

How are your remote customers informed of their right to file a complaint? Do you have a signed acknowledgement for all remote customers?

**Note:** Please indicate answers below by checking the appropriate box

**ADA Requirements**

**The following ADA requirements have been reviewed for placement at above listed site(s), meeting the compliance requirements of the Workforce Innovation and Opportunity Act (WIOA):**

Who is the responsible for the ADA facility requirements?

How often is the building inspected for ADA compliance?

Do all the center’s (including comprehensive, affiliate, and Youth) marketing and recruitment material include people with diverse characteristics with respect to race, gender, age, and disabilities? [ ] Yes [ ] No

In key publications (including comprehensive, affiliate, and Youth) and on your website, do you include a statement about your commitment to universal access and procedures for requesting disability-related accommodations? [ ] Yes [ ] No

Do the center(s) (including comprehensive, affiliate, and Youth) have the following minimally required ADA standard adaptive hardware and software equipment available for individuals with disabilities?

 ZoomText [ ] Yes [ ] No

 Jaws [ ] Yes [ ] No

 Scanner for Jaws/ZoomText [ ] Yes [ ] No

 Braille Labeler [ ] Yes [ ] No

 Assistive Listening devices [ ] Yes [ ] No

 Text TTY at each Career Center [ ] Yes [ ] No

 Height Adjustable Tables [ ] Yes [ ] No

 Tape Recorder [ ] Yes [ ] No

 LCD Projector [ ] Yes [ ] No

 Trackball Mouse [ ] Yes [ ] No

 Dragon Naturally Speaking hands –free voice activated software [ ] Yes [ ] No

**ADA Standard Adaptive Equipment**

Do all Centers have a list of all the adaptive equipment listed in a public area of the resource room and in large print? [ ] Yes [ ] No

Do all Centers have a list of all the adaptive equipment available for customers on their website? [ ] Yes [ ] No

Do all Centers present workshops in power point and with an LCD projector (onsite)? [ ] Yes [ ] No

Do all Centers provide printed copies of workshop presentations in power point with black or blue font? [ ] Yes [ ] No

Do all Centers provide general information in alternate formats such as Braille, large print, and electronic text? [ ] Yes [ ] No

Do staff members know how to respond to requests for disability- related accommodations? [ ] Yes [ ] No

Does your Career Center(s) have a Disability Navigator or a program staff person dedicated to training and expertise in providing services and supports to customers with disabilities? [ ] Yes [ ] No

When conducting workshops remotely, do the facilitators have the capability to activate on any platform the Closed Captioning for the hearing impaired? [ ] Yes [ ] No

 Platform(s) the area uses:

Are all adaptive equipment programs operational and available within the resource room in all centers? [ ] Yes [ ] No

Do all Centers have wheelchair access when providing services including workshops, computer room, resource room? If no, do you have universal wheelchair signs posted? [ ] Yes [ ] No

Do all Centers reception areas have a wheelchair opening for individuals in wheelchairs? [ ] Yes [ ] No

Do all Centers have a formalized process to provide services to customers who require an accommodation to communicate?

 [ ] Yes [ ] No

Is there handicapped parking in close proximity to all Centers? [ ] Yes [ ] No

Do all Centers incorporate accessibility features for individuals with disabilities when using electronic and information technology (EIT) accessibility standards which include web-based Intranet and Internet information applications, software, computers, telecommunication equipment, video and multimedia products as per Section 508 of the Rehabilitation Act? [ ] Yes [ ] No

[**Section 508 Information and Communication Technology Accessibility Standards**](https://www.access-board.gov/ict/)

Do all Centers have the WIOA 188 Guidelines available to staff? [ ] Yes [ ] No

[**http://www.dol.gov/oasam/programs/crc/188Guide.htm**](http://www.dol.gov/oasam/programs/crc/188Guide.htm)

Are all Centers in compliance with Section 504 of the Rehabilitation Act? [ ] Yes [ ] No

**Workforce Board Designee Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

10/26/2022