

**CAI PHEEJ XEEB**  
Equal Opportunity Policy

(Npe Koomhaum/Chaw Ua Hauj Lwm) City of Appleton

ua raws nraim li txoj cai pheej xeeb ntawm xeev Wisconsin Department of Workforce Development, Division of Workforce Solutions, and Department of Health and Family Services, Lub Chaw Ua Kam Pab Tsoom Neeg thiab Kev Noj Qab Haus Huv thiab lwm txoj cai ntawm xeev thiab tseem fww uas hais ntsig txog tsis pub muaj kev ntxub ntxaug nyob hauv kev ua hauj lwm thiab kev pabcuam.

Tsis pub kom tus neeg uas muaj peev xwm ua tau raug cais tawm ntawm kev ua hauj lwm, tsis tau txais cov kev pab los ntawm kev ua hauj lwm los yog poob rau kev ntxub ntxaug hauv kev ua hauj lwm vim lub hnuv nyoog, caj neeg, kev ntseeg, cev nqaij daim tawv, txawm xeeb, haiv neeg, los yog caj ces, sav zeej, cev ntaj ntsug tsis xwm yeem, lwm yam mob rau txoj kev loj hlob, raug txhom raug ntes, kev plees kev yi, kev ua txij nkawm, los yog ua peeb zeej tub rog. Tag nrho cov neeg ua kam yuav tsum tau pab txhawb peb lub hom phiaj thiab lwm yam dej num uas kis txog kev ntxub ntxaug nyob hauv kev ua hauj lwm.

Tsis pub kom tus neeg uas muaj peev xwm ua tau raug cais tsis pub koom tes, tsis tau txais cov kev pab, los yog poob rau kev ntxub ntxaug vim caj neeg, cev nqaij daim tawv, haiv neeg, txawm xeeb, kev ntseeg, hnuv nyoog los yog sav xeeb. Txoj cai no siv rau ntau yam xws li kev tsim nyog tau txais kev pab thiab kom tau txais los yog muaj kev pab yooj yim, thiab kom tau txais kev kho mob nkeeg uas muaj nyob rau hauv cov kev pabcuam thiab lwm yam.

Qhov yuav pab kom peb ua tau raws li cov cai pheej xeeb thiab lwm cov cai, kuv tau xaiv

Debra M. Shufelt, (Title) Deputy Director of Human Resources, los ua tus Equal Opportunity Coordinator. Kav tsij mus nrog tus neeg no tham yog koj xav tias tau ntsib kev ntxub ntxaug rau kev ua hauj lwm los yog kev pabcuam. Koj hu tau rau (Mr./Ms.)

Ms. Shufelt hnuv 8:00

txij li thaum 4:30, ntawm tus xov tooj 920-832-6427 Peb muaj cov ntaub ntawv qhia txog txoj kev daws kev tsis txaus siab rau kev ntxub ntxaug pub rau koj yog koj nug txog.

Npe Director los yog Chief Executive	HNUB, HLI & XYOO
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## ATTACHMENT 4

# TSAB CAI TSWJ KEV TSIS PAUB LUS ASKIV ZOO

## Limited English Proficiency Policy

### HAIS TXOG TSAB CAI (Policy Statement)

Lub chaw ua haujlwm (chaw ua haujlwm npe) City of Appleton

Cog lus yuav muab txhuam yam kev pab kom sibtxig sibluag (equal opportunity) thiab ua haujlwm kom tau raw li txoj cai vajhuam sibluag (civil rights laws), nrog rau Title VI los ntawm 1964 Civil Rights Act uas tau tswj kom txhob muaj kev ua tsis ncajnnees (non-discrimination) rau ib haivneeg twg (national origin). Kev pab sibtxig sibluag (Equal opportunity) yog xam tag nrho sab nqaij tawv thiab kev mus thov kev pab rau cov neeg uas xiam oo khab thiab mus thov kev pab rau cov neeg uas tsis paub lus Askiv zoo (Limited English Proficiency (LEP)). Kev mus thov kev pab rau cov neeg xiam oo khab yog tswj los ntawm (Americans with Disabilities Act xyoo 1990 thiab the Rehabilitation Act xyoo 1973 raws li twb raug pom zoo los lawm, Nqe 504.

Nws yog lub chaw ua haujlwm no ib txoj kevcai uas yuav tsum muab kev pab txhais lus rau cov pejxeem uas tsis paub lus zoo (Limited English Proficiency (LEP) uas lawv muaj feem taus txais kev pabcuam lossis qhia kom lawv mus thov tau peb tej kev pab. Tej kev pab yuav raug saib xyuas kom zoo kom qhia tau lub tseemntsiab rau kev mus thov peb tej kev pab (programs), kev pabcuam (services) thiab /lossis tej kev pab (benefits.)

### TXHAIS COV NTSIABLUS (Definitions)

Cov lus hauv qab no yog txhais cov ntsiab lus ntawm tsab cai tswjfw (policy) no:

- **Title VI los ntawm Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. thiab nws tsab kevcai tswj ntawm 45 CFR tshooj 80** – Yog tsab cai tivthaiv tibneeg los ntawm kev ua tsis ncajnnees (discrimination) rau lwm haivneeg txawv (race), nqaij tawv txawv (color), lossis yog neeg txawv tebchaws (national origin) thaum lawv mus thov tsoomfwv tej nyiajtxiag pab.
- **Tsis Paub Lus Askiv Zoo** (Limited English Proficiency (LEP) – Yog cov neeg uas tsis paub lus, nyeem tsis tau ntawv, sau tsis tau ntawv lossis tsis totaub lus Askiv zoo uas yuav koj tau lawv yuav mus thov kev pab los ntawm tej chaw ua haujlwm.
- **Ntaub Ntawv Tseemceeb** (Vital documents) – Yog tsab ntawv, daim ntawv lossis tej ntaub ntawv uas sau tej lus nyuab, ua rau kev mus ntsib cov neeg ua haujlwm/chaw ua haujlwm thiab mus thov kev pab tsis yoojyim, lossis tej ntaub ntawv uas yuav tsum tau ua kom raws kevcai. Tej ntaub ntawv tseemceeb (Vital documents) yog xam tag nrho, tiamsis tsis tag rau: cov ntaub ntawv thov/rau npe (applications/registrations); cov ntaub ntawv tsocai (consent forms); cov ntaub ntawv ceebtoom txog kev pomzoo tau txais kev pab (approval), tsis pomzoo tau txais kev pab (denial), txo kev pab (reduction), lossis txiav kev pab (termination); tej ntaub ntawv uas yuav tsum tau teb rov qab; thiab tej ntaub ntawv uas xa mus qhia rau cov pejxeem tau txais kev pab txog kev pab txhais lus.
- **Safe Harbor** – Qhov teev tseg ua kev txiavtxim tias thaum twg tej kev pab (programs) thiaj tsimnyog muab lawv tej ntaub ntawv txhais sau ua lwm hom lus kom raws li txoj kevcai Title VI los ntawm Civil Rights Act of 1964 tau teem tseg. Hauv qab no yog cov ntsiab lus teev tseg pab rau kev txiavtxim txog kev txhais lus txhais ntaub ntawv:

DWSD-13046-E-H (R. 11/2003)

- Raws li txoj cai teev tseg hauv LEP, thaum cov pejxeem ntawm tej hom neeg uas hais lwm hom lus muaj coob txog 5% lossis 1,000 leej, nyob ntawm seb qhov twg yog qhov tsawg yuav qhov ntawd, yuav tsum tau muab tsoom fwv tej ntaub ntawv tseemceeb (vital documents) txhais sau hais ua cov pejxeem

ntawd hom lus raws li lawv muaj feem tau txais lossis tej kev pab peb muaj uas ntxim li tsimnyog lawv yuav tau.

- Yog tias cov pejxeem ntawm tej hom lus ntawd tsawg dua li 50 leej, tej tsoom fww tsi tas yuav muab lawv tej ntaub ntawv tseemceeb (vital documents) txhais sau ua hom lus ntawd, tabsis yuav tsum tau sau txhais daim ntawv ceebtoom (notice) los ua cov pejxeem ntawd hom lus li txoj cai hauv LEP mus qhia pub rau hom neeg ntawd paub tias lawv muaj cai tau txais kev pab kom muaj tus txhais lus los txhais nyeem cov ntaub ntawv ntawd ua lawv hom lus pub dawb rua lawv, ua tsi yuav ngi.

- **Feem Coob Ntawm Cov Pejxeem Uas Tsis Paub Lus** (Major LEP Language Groups) – Cov pejxeem uas tsis paub lus (Limited English Proficiency) hauv xeev Wisconsin uas muaj neeg coob txog qhov 5% lossis 1,000 leej rov saud nyob rau ib cheebtsam no. Hauv xeev Wisconsin no, ob hom pejxeem uas feem coob tsis paub lus raws li txoj cai LEP (**Statewide Major LEP Language Groups**) teev tseg yog haivneeg Mev (Spanish) thiab Hmoob (Hmong.)
- **Cov Neeg Txawj Txhaislus** (Qualified Interpreters) – Cov neeg uas txawj txhais lus yuav tsum yog cov ua tau li nram qab no: yuav tsum hais/sau tau lus Askiv zoo thiab hais/sau tau hom lus thib ob uas yuav txhais ntawv zoo; yuav tsum paub ob hom lus zoo txog tej ntsiab lus tshwjkeeb (specialized terms) lossis paub txog tus txheejtxheem kev txhaislus (concepts); thiab muaj ntaub ntawv povthawj qhia tias nws tau kawm kev cobqhia txhaislus tiav los lawm.
- **Txhais Tej Suab Lus (Interactive Voice Response)** – (IVR System) nws yog ib txoj kev rau cov pejxeem uas hu xovtooj tuaj nug txog tej kev pab tau ua lus Askiv thiab lawm hom lus.

**TUS NEEG UA HAUJLWM SAIB KEV TSIS PAUB LUS ASKIV ZOO** (Limited English Proficiency Coordinator)

Tus neeg ua haujlwm saib kev tsis paub lus Askiv zoo (Limited English Proficiency Coordinator (LEPC), yog cov thawjcoj ua cov taw npe ib tug los ua txoj haujlwm saib xyuas tej txheejtxheem thiab npaj tej yam tsimnyog los pab rau kev tsis paub lus zoo (LEP), nrog rau tej yam uas cov pejxeem tau txais kev pab thov kom ua. LEP yuav tau npaj thiab muab kev pab sibtxig sibluag kom raws kev ua haujlwm.

Tus Thawjcoj Saib Kev Tsis Paub Lus (Qeb Thawjcoj) Kathy Stromberg	Nabnpawb Xovtooj (920) 832-6497
Tus Lwmthawj Saib Kev Tsis Paub Lus (Qeb Thawjcoj) Kurt Eggelbrecht	Nabnpawb Xovtooj (920) 832-6433

**KEV NTSUAM XYUAS THIAB KEV NPAJ**

Kev ua haujlwm pab cov pejxeem tsis paub lus (LEP) yuav tsum tau ntsuam xyuas txhua xyoo thiab tshawb xyuas cov pejxeem uas muaj teebmeem tsis paub lus zoo. Tom qab kev ntsuam xyuas, yuav tsum tau npaj tej txheejtxheem thiab tej yam uas tsimnyog yuav tau ua kom muab tau kev pab raws li qhov pejxeem xav tau thlab kom ua tau raws li qhov chaw ua haujlwm txoj kevcai (LEP policy).

**KEV TSWJFWM** (Monitoring)

Yuav tsum muaj kev tswjfwmm (monitoring) xyuas tsis so kom raws li qhov chaw ua haujlwm tej txheejtxheem kev tswjfwmm.

**TSAB NTAUV CEEBTOOM TXOG KEV MUAJ CAI TAU TXAIS KEV PAB TXHAISLUS** (Written Notice Of Language Access Rights)

Yuav tsum tsim kom muaj ib tsab ntawv ceebtoom xa mus rau cov pejxeem tsis paub lus uas tau txais kev pab hais txog lawv kev muaj cai raws li hauv qab no:

- Lawv muaj cai kom nrhiav ib tug neeg txhaislus pab lawv yam tsis raug nqi dab tsi rau lawv.

- Lawv muaj cai tsis pub thiab tsis tso siab rau lawv tej menyuam tsis tau nto noobnyoog, tej txheeb ze, lossis phoojywg uas tus txhaislus rau lawv.
- Lawv muaj cai sau ntawv foob txog kev txaislus uas tau muab pab rau lawv.

Tsab ntawv ceebtoom txog kev muaj cai tau txais kev pab txhaislus yuav tsum muab tseb tawm rau cov pejxeem uas tsis paub lus raws li nram qab no:

- Muab lo rau ntawm chav tsev (lobbies) thiab chav tsev qhua zaum tos
- Tseb tawm rau lub sijhawm muab kev cobqhia rau cov pejxeem (Customer orientations)
- Sau rau hauv tsab ntawv ceebtoom txog kev thov kev sib hais cai (appeal notices)
- Sau rau hauv cov ntaub ntawv (brochures), cov phauv ntawv (booklets), ntaub ntawv tseb tawm rau pejxeem (outreach), ntaub ntawv nrhiav pejxeem (recruitment information thiab lwm yam ntaub ntawv uas yuav muab tseb tawm rau pejxeem huabhw.

## **DAIM NTAWV QHIAV TXOG TXOJ CAI VAJHUAM SIB LUAG (EQUAL OPPORTUNITY POLICY) KEV SAU NTAWV FOOB KEV UA TSIS NCAJNCEES (Discrimination Complaint Postings)**

Daim ntawv qhiav txog txoj cai Vajhuam Sib Luag (Equal Opportunity Policy) thiab Sau Ntawv Foob Kev Ua Tsis Ncajnnees (Discrimination Complaint) hais txog txhua yam kev pab yuav tsum muab txhais ua lwm hom lus uas tsimnyog yuav tsum tau txahis thiab muab lo rau ntawm tej qhov chaw neeg pom lossis tej qhov chaw ntsib pejxeem, thajtsam ntawm tus neeg ua haujlwm tosghua nyob (reception) lossis chav qhua zaum tos.

### **KEV TXHAIS LUS THIAB TXHAIS NTAUB NTAWV (Interpretation And Translation)**

#### **• TXHAIS NTAUB NTAWV**

- Raws li txoj cai teev tseg hauv LEP, thaum cov pejxeem ntawm tej hom neeg uas hais lwm hom lus muaj coob txog 5% lossis 1,000 leej, nyob ntawm seb qhov twg yog qhov tsawg yuav qhov ntawd, yuav tsum tau muab tsoom fww tej ntaub ntawv tseemceeb (vital documents) txhais sau hais ua cov pejxeem ntawd hom lus raws li lawv muaj feem tau txais lossis tej kev pab pab muaj uas ntxim li tsimnyog lawv yuav tau.
- Yog tias cov pejxeem ntawm tej hom lus ntawd tsawg dua li 50 leej, tej tsoom fww tsi tas yuav muab lawv tej ntaub ntawv tseemceeb (vital documents) txhais sau ua hom lus ntawd, tabsis yuav tsum tau sau txhais daim ntawv ceebtoom (notice) los ua cov pejxeem ntawd hom lus li txoj cai hauv LEP mus qhia pub rau hom neeg ntawd paub tias lawv muaj cai tau txais kev pab kom muaj tus txhais lus los txhais nyeem cov ntaub ntawv ntawd ua lawv hom lus pub dawb rua lawv, ua tsi yuav ngi.

Kev uas tej tsoom fww yuav muaj peevxwm txhais sau kom tau ntau yam ntaub ntawv, nrog rau tej ntaub ntawv tseemceeb hauv tibi kom raws li txoj cai yog cov tsoom fww yuav tsum hnaij xyoo muab tej nujnci uas yuav siv txhais lus no sau kom tseg rau hauv lawv tej homphiaj nyiaj txiag uas lawv npaj yuav siv.

#### **• TXHAIS LUS**

Yuav tsum muab kev pab txhais lus dawb yam tsis raug nqi dab tsi rau cov pejxeem lossis tej yim neeg uas tau txais kev pab. Tej kev pab uas tau muab pab rau cov pejxeem uas tsis paub lus (LEP customers) yuav tau muab sau tseg rau hauv ntaub ntawv cia.

#### **• NRHIAV NEEG PAB TXHAIS LUS THIAB TXHAIS NTAUB NTAWV**

Cov cai tswjfw m kev uas yuav nrhiav neeg pab txhais lus thiab txhais tej ntaub ntawv yuav tsum tau npaj kom muaj tseg rau cov neeg uas ua haujlwm hauv tej kev pab cuam tau siv.

Hauv Wisconsin Department of Workforce Development tau npaj cov chaw pab txhais lus txhais ntaub ntaawv lawv li hauv qab no kom tau siv. Tej yam tseemceeb uas tsim nyog sawvdawg paub txog cov chaw txhais lus no muaj nyob rau hauv qhov link no tibi.

**Chaw Txhais Lus**

Cov chaw uas txaus siab yuav ua txog haujlwm pab txhais lus rau kev sib tsib sib tham hauv xov tooj- Hu rau Foreign-Language Oral Interpretation Services

<http://vendornet.state.wi.us/vendornet/asp/contractdetail.asp?BulletinID=1762>

**Chaw Txhais Ntaub Ntaawv**

Cov chaw uas txaus siab yuav uas txog haujlwm pab txhais ntaub ntaawv; Translation Services for written documents.

<http://vendornet.state.wi.us/vendornet/asp/contractdetail.asp?BulletinID=1476>

**• COV NEEG TXAWJ TXHAIS LUS THIAB TXAWJ TXHAIS NTAUB NTAWV**

Yuav tsum siv cov neeg uas txawj txhais lus thiab txawj txhais ntaub ntaawv los ua cov haujlwm txhais lus thiab txhais ntaub ntaawv. Yuav tsum ntsuam xyuas txog cov neeg txhais lus thiab txhais ntaub ntaawv tej kev kawm thiab kev paub txog haivneeg kev cojnoj cojua, thiab yuav tsum tau kom lawv ua raws li qhov chaw ua haujlwm txoj kevcai tswj kev taugxaiv (confidentiality policies) thiab (Code of Ethics) thaum siv lawv txhais lus thiab txhais ntaub ntaawv.

**• LWM YAM KEV SIBTHAM**

Kev sibtham hauv xovtooj cua xws li (Interactive Voice Response Systems, voicemail, web pages, posters, videos, thiab media) yuav tsum npaj kom muaj rau cov pejxeem tsis paub lus (LEP populations) siv tau yoojyim raws li qhov chaw ua haujlwm lub homphiaj uas tau npaj tseg hais txog kev txhais tej ntaub ntaawv tseemceeb thiab lwm yam ntaub ntaawv.

Cov ntaub ntaawv uas xuas tshuab sau (Electronic systems thiab computer-generated notices) yuav tsum npaj kom muaj rau cov pejxeem uas tsis paub lus (LEP populations) siv tau yoojyim raws li qhov chaw ua haujlwm lub homphiaj uas tau npaj tseg hais txog kev txhais tej ntaub ntaawv tseemceeb thiab lwm yam ntaub ntaawv.

**KEV COBQHIA (Training)**

Kev cobqhia (training), nrog rau kev rov cobqhia dua (refresher training), yuav tsum npaj kom muaj rau qhov chaw ua haujlwm cov neeg ua haujlwm thiab cov pejxeem uas tau txais kev pab.

**KEV TSHAJTAWM RAU COV PEJXEEM ZEJZOG (Community Outreach)**

Yuav tsum muaj kev tshajtawm rau cov pejxeem zejzog uas tsis paub lus (LEP groups) (Community outreach) uas tau txais tej kev pab los ntawm qhov chaw ua haujlwm kom cov pejxeem tsis paub lus (LEP groups) thiaj paub sibtxig sibluag txog kev mus thov tej kev pab.

**TXOJ CAI TSWJ (Authority)**

Executive Order 13166  
Title VI of the Civil Rights Acts

Administrator Suam Npe	Vasthib
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## ATTACHMENT 5

# KEV QHIA UA DAIM NTAWV FOOB HAUJLWM LOSSIS TAU TXAIS KEV PAB TSIS NCAJNCEES

## How To File An Employment Or Service Delivery Discrimination Complaint

Yog koj xav hais tias luag ua tsis ncajnnees rau koj lawm vim koj lub noobnyoog, yog lwm yam neeg txawv (race) dabqhuas txawv (religion), nqaijtawv txawv (color), yog pojniam/txivneej (sex), yog neeg txawv tebchaws (national origin), lossis pojyawm txwvtxoob yog neeg txawv tebchaws (ancestry), yog neeg xiam oo khab lossis muaj feemcuam nrog ib tug neeg xiam oo khab, raug txhom lossis muaj plaubntug, kev dajdeev txawv (sexual orientation), muaj/tsis muaj pojniam/txiv (marital status) lossis cev xeebtub, ntseeg lossis koom nrog ib phav kasmuas twg (political belief or affiliation), yog neeg ua tubrog, txwv tsis pub siv tej khoom uas tso cai tau nyob rau ntawm qhov chaw ua haujlwm lossis tej chaw thov kev pab lub sijhawm ua haujlwm, koj muaj cai sau ntawv foob. Yog koj tsis tau txais kev pab raws kev raws cai lawm tiag, lossis koj kev pab raug muab faib tsis thooj li lwm tus lossis txawv dua li lwm tus, lossis tej kev pab tsis yoojyim rau koj mus thov, tejzaum yog koj raug pab tsis ncajnnees lawm tiag.

**TSEEMCEEB:** Yog luag tsis kam txais koj daim ntawv thov kev pab lossis luag hais rau koj tias koj tsis muaj feem tau txais ib yam kev pab twg TIAMSIS koj ho xav hais tias koj yeej muaj feem tau txais xwb, nug qhov chaw ua haujlwm ntawd kom lawv muab daim ntawv qhia txog kev thov nrog luag sib hais cai seb yuav ua li cas lossis thov kom tseemfww xeev nrog xyuas tej ntaub ntawv (State administrative hearing review). Koj txoj cai thov kom luag muab koj tej ntaub ntawv rov ntsuamxyuas dua lossis nrog luag sib hais cai tsis muaj feemcuam dab tsi nrog kev ua ntawv foob txog kev ua tsis ncajnnees.

Koj yuav ua ntaub ntawv foob xa mus rau koj qhov chaw ua haujlwm lossis qhov chaw thov kev pab txog kev uas tsis ncajnnees, lossis koj ua ntawv foob txog kev ua tsis ncajnnees xa mus rau tseemfww xeev lossis tseemfww qib siab los yeej tau (state or federal agency). Tibneeg tsis muaj cai yuav hem lossis tawmtsam koj txog qhov koj sau ntawv foob no. Tibneeg tsis muaj cai yuav hem lossis tawmtsam koj cov neeg povthawj vim lawv txaus siab ua povthawj rau tej yam uas koj pom, hnov, lossis raug los lawm.

Txhua yam ntaub ntawv foob (formal complaints) yuav tsum ua tsis pub dhau 180 hnuv tomqab qhov teebmeem uas koj xav hais tias koj raug pab tsis ncajnnees lawm. Tab txawm li ntawd los, koj yuav tau ua cov ntaub ntawv foob sai li sai tau tomqab qhov teebmeem tshwsmsim. Yog koj ua ntaub ntawv foob (informal complaint), es koj ho tsis txaus siab rau qhov uas lawv txiavtxim rau koj, koj tseem muaj cai ua ntaub ntawv foob (formal complaint) ntxiv tsuav yog koj ua rau lub sijhawm tsis tau tag caijnyoog xwb. Yog koj yuav ua ntaub ntawv foob (formal complaint), tsis txhob tos kom txog thaum twb dhau caijnyoog lawm lossis tau txais daim ntawv teb koj daim ntawv foob (informal complaint) lawm tso.

Yog koj yuav ua daim ntawv foob txog kev ua tsis ncajnnees (informal discrimination complaint) los ntawm qhov chaw thov kev pab lossis koj qhov chaw ua haujlwm, koj hu rau tus neeg ua haujlwm Equal Opportunity Coordinator ntawm (920) 832-6427 lossis TDD (920) 832-5805 kom nws xa daim ntawv (form) tuaj rau koj. Muab daim ntawv foob uas koj twb ua tiav lawm xa rov qab rau tus neeg ua haujlwm Equal Opportunity Coordinator. Nws tus xovtooj nyob rau ntawm daim ntawv (form).

Yog koj xav ua ntawv foob txog kev ua tsis ncajnnees (formal discrimination complaint), koj muab daim ntawv foob uas twb ua tiav lawm xa ncajnraim mus rau tseemfww xeev lossis tseemfww qibsiab qhov chaw ua haujlwm (state or federal agency) nyob rau nplooj ntawv tom qab no. Nrog rau tsab ntawv sau hais tias koj ua ntawv foob (formal complaint) xa mus rau lawv qhov chaw ua haujlwm uas yog qhov muab nyiajtxiag tuaj pab pejxeem. Cov neeg ua haujlwm nyob rau hauv xeev lossis tseemfww qibsiab (state or federal agency) mam ua ntawv tuaj qhia koj thajtsam li 90 hnuv tomqab.

Ua ntawv foob txog kev ua tsis ncajnnees (Formal Discrimination complaints) hais txog tej kev pab xa mus rau cov chaw ua haujlwm hauv qab no.

KEV PAB	CHAW UA HAUJLWM
<p>Wisconsin Works (W-2), Nyiaj yug menyuam (Child Support), Emergency Assistance, Nyiaj muasnoj thiab Nyiaj muasnoj haujlwm (Food Stamp Employment) thiab Kawm haujlwm (Training), Kawm ntawv (Learnfare), Zov menyuam, Ua haujlwm rau hauv nruab zejzog (Community Service Jobs), (W-2) transitions, Nyiaj txais ua haujlwm (Job Access Loans), Ntawv khomob (Medical Assistance Eligibility), Kev pab rau cov neeg thojnam lawgrog (Refugee Services.)</p>	<p>Wisconsin Dept. of Workforce Development Division of Workforce Solutions ATTN: Equal Opportunity Officer P.O. Box 7935 Madison, WI 53707-7935 V/TDD: 608-266-6889</p>
<p>Ua ntawv foob txog kev tsis tau txais kev pab thiab kev mus sim ua haujlwm (Unsubsidized and Trial Jobs Complaints.)</p> <p>Cov chaw khomob rau Medical Assistance Service thiab lwm qhov chaw ua haujlwm DHFS programs.</p>	<p>Equal Rights Office 201 E Washington Ave, Room 407 P.O. Box 8928 Madison, WI 53708 Telephone: 608-266-6860 TDD-Hearing Impaired: 608-264-8752</p> <p>Equal Rights Office 819 North Sixth Street, Room 255 Milwaukee, WI 53203 Telephone: 414-227-4384 TDD-Hearing Impaired: 414-227-4081</p> <p>Wisconsin Dept. of Health and Family Services Division of Management and Technology Office of Civil Rights Compliance 1 W. Wilson, Room 561 PO Box 7850 Madison, WI 53707 Voice 608-266-9372 TTY: 1-888-701-1251</p>
<p><b>Koj tseem muaj cai ua ntawv foob (formal complaint) xa mus rau tseemfww qibsiab (federal agency) thiab.</b></p>	
<p>Ua ntawv foob txog kev ua tsis ncajnnees (Formal Discrimination Complaint) txog tej yam kev pab xws li hais los saumtoj no, tsis xam nyiaj muasnoj (except food stamps.)</p>	<p>HHS, Director, Office for Civil Rights Room 506-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 (202)-619-0403 (Voice) (202)-619-3257 (TTY)</p> <p>U.S. Dept. of Health and Human Services Office for Civil Rights Region V, 233 N. Michigan Ave. Chicago, IL 60601 Telephone: 312-886-2359, TDD: 315-353-5693</p>
<p>Ua ntawv foob txog tej kev pab tsis ncajnnees (Formal Discrimination Complaint) tsis hais yam twg.</p>	<p>U.S. Dept. of Justice Civil Rights Division 10th and Pennsylvania Ave. NW Washington, DC 20530 Telephone: 202-514-0301 or TDD: 800-800-3302</p>

Ua ntawv foob txog kev ua tsis ncaincees (Formal Discrimination complaint) txog nyiaj muasnoj FoodShare uas yav tas los hua ua Food Stamps, WIC, TEFAP, thiab FoodShare Kev Kawm Ua Hauj Lwm (Employment and Training FoodShare Program)

USDA Director, Office of Civil Rights  
1400 Independence Avenue, S.W.,  
Washington, D.C. 20250-9410  
(800)-795-3272 (Voice)  
(202)-720-6382 (TTY)

Food and Consumer Services  
Civil Rights Program  
U.S. Department of Agriculture  
77 Jackson Boulevard, 20th Floor  
Chicago, IL 60604  
(312)-353-1457(Voice)

U.S. Equal Employment Opportunity Commission  
310 W. Wisconsin Ave., Suite 800  
Milwaukee, WI 53203  
Telephone: 414-297-1111, TDD: 414-297-1115

The Office of Federal Contract Compliance  
U.S. Department of Labor  
230 South Dearborn Street  
Chicago, IL 60603  
Telephone: 312-353-2158, TDD: 312-353-2158



**DAIM NTAWV FOOB TXOG KEV TSIIS TAU TXAIS KEV PAB  
LOSSIS HAUJLWM NCAJNCEES  
DISCRIMINATION COMPLAINT**

Yog koj xav tau kev pab ua daim ntawv no hu rau:

Tus neeg ua haujlwm Equal Opportunity Coordinator Debra M. Shufelt	Xovtooj (Hais lus) (920) 832-6427	Xovtooj (TDD) (920) 832-5805
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Tus Neeg Ua Ntawv Foob Npe	Nabnpawb Xovtooj ( ) -
Chawnyob (nabnpawb, kev, nroog, xeev, zip code)	

**Qee Yam Kev Ua Tsis Ncajnnees Rau Kev Pab thiab Haujlwm** (yog xws li: noobnyoog, yog lwm hom neeg txawv (race), dabqhuas txawv (religion), nqaijtawv txawv (color), yog pojniam/txivneej (sex), yog neeg txawv tebchaws (national origin), lossis pojyawm txwtxoob yog neeg txawv tebchaws (ancestry), yog neeg xiam oo khab lossis muaj feemcuam nrog ib tug neeg xiam oo khab, raug txhom lossis muaj plaubntug, kev dajdeev txawv (sexual orientation), muaj/tnis muaj pojniam/txiv (marital status) lossis cev xeebtub, ntseeg lossis koom nrog ib phav kasmuas twg (political belief or affiliation), yog neeg ua tubrog, txwv tsis pub siv tej khoom uas tso cai siv tau nyob rau ntawm qhov chaw ua haujlwm lossis chaw thov kev pab lub sijhawm ua haujlwm.

Npe Qhov Chaw Ua Haujlwm (Agency) lossis Tus Neeg Ua Haujlwm (Employee) lossis Qhov Chaw Ua Haujlwm ( Employer) Uas Ua Ntawv Foob

Piav seb qhov teebmeem lossis qhov uas koj xav hais tias lawv ua tsis ncajnnees rau koj yog dab tsi. Sau tag nrho seb yog leejtwg, dab tsi, thaum twg, qhov twg, ua li cas, vim li cas, nrog rau cov povthawj npe, chawnyob thiab xovtooj, yog koj paub. Thov qhia lub vasthib thaum cov teebmeem tshwmsim kom meej. Muab dua ib daim ntawv los sau ntxiv yog hais tias chaw tsis txaus sau. Thov sau rau cov kab hauv qab no seb koj txuas pestsawg daim ntawv ntxiv.

Nplooj ntawv txuas ntxiv tom ntej no txij kab dub dub rov hauv yog cia rau tus neeg ua haujlwm uas txais koj daim ntawv foob mam xyuas thiab teb rov qab tuaj rau koj.

1.1 Qhia seb koj yuav kom ua li cas thiaj zoo koj siab:

Tus neeg ua ntawv foob lossis tus neeg sawvcev tus neeg ua ntawv foob suamnpa	Vasthib
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**NTAWV FOOB (Informal Complaint)**

Date Received	Received By	Title
Agency		

Actions and Individual(s) to be Investigated:

Findings (Must be completed within 30 days):

Action Taken:

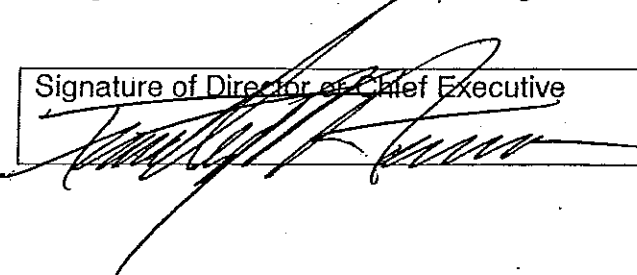
Further Action Required?       Yes     No      If yes, what action is recommended?

## AFFIRMATIVE ACTION EQUAL OPPORTUNITY IN EMPLOYMENT POLICY

It is the policy of (Organization Name) City of Appleton to implement Affirmative Action (AA) measures designed to eliminate present effects of past discrimination and ensure equal opportunity for women, racial or ethnic minorities, and persons with disabilities.

City of Appleton (organization) recognizes the need to identify job groups and classifications with under-representation, and to set goals and timetables for increasing the employment of under-represented groups; and to develop an AA Plan for implementing those reasonable goals through outreach, recruitment, training and other activities and commitments.

Signature of Director or Chief Executive



Date Signed

11/25/06

### COMPLAINANT CONSENT/RELEASE FORM

Complainant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No: ( ) \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Program(s) for which this Consent/Release Form apply:  
\_\_\_\_\_

Please read the information below, initial the appropriate space, and sign and date this form on the lines at the bottom of this form. I have read the Notice of Investigatory Uses of Personal Information by DHFS and DWD. As a complainant, I understand that in the course of a preliminary inquiry or investigation it may become necessary for DHFS or DWD to reveal my identity to persons at the organization or institution under investigation. I am also aware of the obligations of DHFS or DWD to honor requests under the Freedom of Information Act. I understand that it might be necessary for DHFS or DWD to disclose information, including personally identifying details, which it has gathered as a part of its preliminary inquiry or investigation of my complaint. In addition, I understand that as a complainant I am protected by Federal regulations from intimidation or retaliation for having taken action or participated in an action to secure rights protected by nondiscrimination statutes enforced by the Federal government.

#### CONSENT/RELEASE

CONSENT GRANTED- I have read and understand the above information and authorize DHFS or DWD to reveal my identity to persons at the organization or institution under investigation and to other Federal agencies that provide Federal financial assistance to the organization or institution or also have civil rights compliance oversight responsibilities that cover that organization or institution. I hereby authorize DHFS or DWD to receive material and information about me pertinent to the investigation of my complaint. This release includes, but is not limited to, applications, case files, personal records, and or medical records. I understand that the material and information will be use for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release, and I do so voluntarily. Place your Initials on this line if you give consent: \_\_\_\_\_

CONSENT DENIED- I have read and understand the information and do not want DHFS or DWD to reveal my identity to the organization or institution under investigation, or to review, receive copies of, or discuss material and consent information about me, pertinent to the investigation of my complaint. I understand that this is likely to make the investigation of my complaint and getting all the facts more difficult and, in some cases, impossible, and may result in the investigation being closed. Place your Initials on the line if you do not give consent:  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FILED  
RECEIVED  
JUN 10 2009  
FEDERAL  
DEPARTMENT OF  
SOCIAL SERVICES