

**Auxiliary aids and services are available to individuals with disabilities**

**Las ayudas auxiliares y los servicios estan disponibles cuando se solicite para las personas fisicas con incapacidades fisicas**

*SECTION 188 OF THE WORKFORCE INVESTMENT ACT IN GENERAL PROHIBITS PROGRAMS AND ACTIVITIES FUNDED UNDER THE ACT FROM DISCRIMINATING:*

- 1) *On the basis of age*
- 2) *On the basis of disability*
- 3) *On the basis of sex*
- 4) *On the basis of race, color, or national origin*
- 5) *Regarding participation, benefits and employment*

*THE ACT ALSO PROHIBITS:*

- 6) *Assisting facilities for sectarian instruction or religious worship*
- 7) *Discriminating on the basis of participant status*
- 8) *Discriminating against certain non-citizens*



**The VI Department of Labor is an Equal Opportunity Employer with Equal Opportunity Programs**

**El Islas Virgenes Departamento de Trabajo es un Oportunidad de Igualdad empleo con Oportunidad Igualdad Programamas**

2203 Church Street  
Christiansted, St. Croix VI 00820-4612 and  
54 A&B Kronprindsens Gade  
St. Thomas VI 00802

Phone: (340) 773-1994/ (340) 776-3700  
Fax: (340) 773-0094or 773-1858/(340) 774-5908  
Web Site: [www.vidol.gov](http://www.vidol.gov)

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## **METHODS OF ADMINISTRATION (MOA)**



TDD: (800) 440-8477  
Voice: (800) 809-8477

## WHAT IS AN EQUAL OPPORTUNITY PROGRAM?



The US Virgin Islands Department of Labor's Methods of Administration and Equal Opportunity Program was developed to meet the requirements of the Workforce Investment Act and the Non-discrimination implementation requirements of 29 CFR Part 37.

As a recipient of Title 1 funds, the department must provide assurances that all customers will have access to programs and activities funded under the Act regardless of age, sex, disability, race, color, national origin, religious or political affiliation, etc. Customers who feel that adverse action has been taken against them will have some recourse.

The program covers internal and external customers.

**EQUAL OPPORTUNITY IS THE LAW!**

**LA OPORTUNIDAD IQUAL ES LA LEY!**

**Do you or someone you know have reason to believe that you have been discriminated against or denied access to any program or activity funded under Title I and/or III of the Workforce Investment Act?**

**Do you or someone you know have reason to believe that you have been unfairly denied benefits from the Unemployment Insurance Program?**

**If so-**

- ◆ You have a right to file a complaint
- ◆ The Equal Opportunity Program, through the EO Officer has a responsibility to accept your complaint and investigate the allegations.
- ◆ *Complaints ought to be filed within 180 days of the alleged violation. Complaint procedures will be made available to you.*
- ◆ All complaints will be documented and submitted to VIDOL's Equal Opportunity Office and the support staff assigned to this office.
- ◆ *Complaints filed with the EO Officer will be issued a Notice of Final Action within 90 days.*
- ◆ *You may file within 30 days with the US Department of Labor's Civil Rights Center after receipt of the Notice of Final Action if you are not satisfied with the results.*
- ◆ If you speak a language other than English, accommodations will be made.  
**Se habla espanol!**

- ◆ Complaints may also be filed alleging intimidation and retaliation.
- ◆ Up-front Alternative Dispute Resolution (ADR) or the willingness to mediate your complaint is voluntary.

- ◆ Civil Rights Center address:  
US Department of Labor  
200 Constitution Avenue, N. W.  
Room N-4123, Wash. D.C. 20210

**Virgin Islands Department of Labor:**

- ◆ Assistant EO Officer : Eleuteria Roberts (340) 773-1994, ext. 234
- ◆ EO Support Staff St. Croix:: Muriel Garvey (340) 773-1994, ext. 248
- ◆ EO Support Staff St. Thomas: Jacqueline Freeman (340) 776-3700, ext. 2086

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