



Lincoln D. Chafee
Governor
Charles J. Fogarty
Director

**STATE OF RHODE ISLAND
METHODS OF ADMINISTRATION**

SUBMITTED TO:
CIVIL RIGHTS CENTER

SUBMITTED BY:
RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS



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March 26, 2012

Naomi M. Barry-Perez
US Department of Labor, Civil Rights Center
200 Constitution Avenue, NW
Washington, DC 20210

Dear Director Barry-Perez,

This is to inform you that I have appointed Mr. James White to be the Equal Opportunity Employment Offices for the Department of Labor and Training as the administrative entity for the Workforce Investment Act. James is committed to ensuring proper equal opportunity employment oversight and compliance.

In this capacity, Mr. White will perform the responsibilities detailed in the Methods of Administration.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles J. Fogarty".

Charles J. Fogarty
Director

STATE OF RHODE ISLAND

Workforce Investment Act of 1998
Methods of Administration

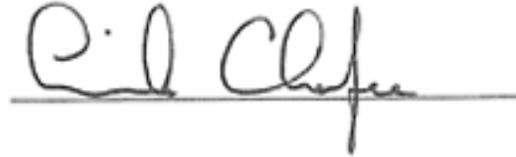
Workforce Systems
Employment Services
Unemployment Insurance

Submitted in compliance with Title I and 29 CFR Part 37



Charles J. Fogarty
Director
RI Department of Labor and Training

3/29/12
Date



Lincoln D. Chafee
Governor
State of Rhode Island

3/30/12
Date

WORKFORCE INVESTMENT ACT METHODS OF ADMINISTRATION

Workforce Systems Employment Services Unemployment Insurance

March 2012

The purpose of the Methods of Administration is to describe how the State of Rhode Island assures that all Workforce Investment Act (WIA), Title I – financially assisted recipients including the Rhode Island Department of Labor and Training, the oversight entity, and adult, dislocated worker and youth service providers are complying, and will continue to comply with all the requirements of Equal Opportunity Nondiscrimination Regulations at 29 CFR Part 37. Additionally, the equal opportunity nondiscrimination provisions contained in these Methods of Administration apply to Wagner-Peyser and Unemployment Insurance funding recipients and all other recipients of Workforce Investment Act including those providing services to participants through the eligible training provider list and employers providing Work Experience and On-the-Job Training paid with Workforce Investment Act Title 1 B funding.

The regulations published at 29 CFR part 37, which implement the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998 (WIA), require that each governor establish and adhere to a Methods of Administration (MOA) for all Title I programs under WIA. This document shall serve as the State of Rhode Island's method for fulfilling its obligations under the equal opportunity and nondiscrimination provisions of 29 CFR Part 37.

The Rhode Island Department of Labor and Training (RIDLT) is designated by the Governor as the Administrative entity for WIA. Since RIDLT is the state's workforce agency, methods are also included to ensure nondiscrimination and equal opportunity in the administration of the Employment Service (ES) and Unemployment Insurance (UI) programs.

THE MOA document contains the standards prescribed in Part 37, as well as technical guidance provided by the Civil Rights Center (CRC) and the United States Department of Labor (USDOL). It consists of nine elements that describe Rhode Island's system and procedures regarding record keeping and other affirmative obligations. It is prepared in tabular form with each tab divided into two parts. The first part is a narrative describing how the State WIA Administrative Entity (RIDLT) and other funded recipients are meeting and will continue to meet the equal opportunity and nondiscrimination assurance requirements of WIA. The second part includes the supporting documentation. In some circumstances specific sections of identified manuals, policies, and guidelines have been provided rather than the completed documents.

The MOA reflects actual and continuing nondiscrimination and equal opportunity. This document shall serve as official policies and procedures for documentation that is not specifically contained in existing rules and manuals. Local Workforce Investment Area and NetworkRI Offices will maintain a copy and have electronic access to the MOA in order to provide reasonable guarantees that required systems and policies will continue to be carried out.

Methods of Administration

Element 1. Designation of State-and-local-level Equal Opportunity (EO) Officers

Element 2. Notice and Communication

Element 3. Review assurances, job training plans, contracts, and policies and procedures.

Element 4. Universal Access

Element 5. Compliance with section 504 of the Rehabilitation Act of 1973, as amended.

Element 6. Data and Information Collection and Maintenance

Element 7. Monitor Recipients for Compliance

Element 8. Complaint Processing Procedures

Element 9. Corrective Actions/Sanctions