

Handout – Know Your Rights

Use of your Social Security Number

State and federal law protects the privacy of your records. The Workforce Innovation and Opportunity Act (WIOA) is a federal law that creates a system for training and employment services.

State rules (OAR 151-020-0065) authorize Southwestern Oregon Workforce Investment Board and its services contractors to request that you voluntarily provide your Social Security Number to be used for the following purposes:

- As an identification number in maintaining records, and
- As an identification number for gathering information to be used for program evaluation and planning, as required under state and federal law.

The Social Security Number you provide could be shared and used by Southwestern Oregon Workforce Investment Board, its services contractors, and other organizations authorized to use such information for the purposes stated above as allowed by the following federal and state laws:

- WIOA sections 116, 185 and 188 (29 USC 2871, 2935 and 2938)
- ORS 285A.455 and 285A.461

When you allow Southwestern Oregon Workforce Investment Board and its services contractors to use your Social Security Number, other documents we have with your SSN on them may be used for the same purposes as stated above.

Failure to provide your Social Security Number will not be used as a basis to deny you any service provided under Title 1 B of the Workforce Innovation and Opportunity Act. Other programs may request or require you to give your Social Security Number as a condition of obtaining services. They will separately advise you of this if you apply for their program.

Equal Opportunity is the Law

Southwestern Oregon Workforce Investment Board, its services contractors, and partner agencies are prohibited from discriminating on the bases of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or participation in programs funded by Southwestern Oregon Workforce Investment Board, its services contractors or applicable partner agencies.

If you think that you have been subjected to discrimination, you may file a complaint, in writing, with the services contractor or partner agency, the Southwestern Oregon Workforce Investment Board Program Manager, or the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210, within 180 days of the alleged violation. If you have questions about this process, you may contact the Southwestern Oregon Workforce Investment Board EEO Officer, identified below.

If you have a discrimination complaint about an employer, the Oregon Bureau of Labor and Industries (BOLI) has information available about Civil Rights violations and the procedures to take to file a complaint about an employer.

Non-Discrimination Complaints about the Opportunity System

Each organization in the Southwestern Oregon Workforce Investment Board Opportunity System has a Grievance Policy and procedures for handling complaints. If you have a complaint about any of the Southwestern Oregon Workforce Investment Board services contractors or agency partners, you are encouraged to work with your staff contact and/or their manager to resolve the issue. If you are unable to resolve the issue with the services contractor or partner agency, or are not satisfied with the resolution of your complaint, contact Southwestern Oregon Workforce Investment Board for assistance.

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