

April 19, 2023

Dear Eligible Training Provider:

The United States Department of Labor (USDOL) [in Section 188 of the Workforce Innovation and Opportunity Act \(WIOA\)](#) and [29 CFR Part 38](#) requires each Governor to establish a Nondiscrimination Plan (NDP) that includes a system for monitoring annually the compliance of recipients to determine if they are conducting their WIOA Title I-financially assisted program in a nondiscriminatory manner.

Effective January 1, 2023, the Department of Higher Education and Workforce Development's State Office of Equal Opportunity (DHEWD SOEO) will monitor Eligible Training Providers (ETPs) for compliance with Section 188 of WIOA, 29 CFR Part 38, and the [Missouri Nondiscrimination Plan](#).

Each annual monitoring review must include:

- A statistical or quantifiable analysis of the records and data kept by the recipient, including analyses by race/ethnicity, sex, age, limited English proficiency (LEP), and disability status;
- An investigation of any significant differences found across groups in participation in the programs, activities, and employment as a result of the analysis;
- An assessment to determine if administrative obligations have been fulfilled, including recordkeeping, notice and communication;
- A review of policies to ensure they are nondiscriminatory;
- A system for reviewing job training plans, contracts, assurances and similar agreements to ensure they are nondiscriminatory and they contain the required language;
- Procedures for ensuring compliance with section 504;
- A system to ensure that individuals assigned responsibility for carrying out nondiscrimination requirements can do so effectively; and,
- Procedures for obtaining prompt corrective action when noncompliance is found.

Supporting documentation includes:

- The issuing of policies and procedures required by various elements of the [Missouri Nondiscrimination Plan](#);
- The development and communication of nondiscrimination policies;
- The extent to which Equal Opportunity training is planned and carried out;
- Reports of monitoring reviews; and,
- Reports of follow-up actions (where violations are found).

Please download the [Equal Opportunity is the Law Notice/Poster](#) and post it in a reasonable number of places throughout your building. If you have questions or need technical assistance, please contact your [Local Equal Opportunity Officer](#), or contact DHEWD SOEO at email: OWDEOcompliance@dhewd.mo.gov.

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Respectfully,

Danielle Smith

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ACCOMMODATION REQUESTS:

Auxiliary aids and services are available upon request, at no cost, to individuals with disabilities. To request accommodations, contact me at the above-noted email address or telephone number.

BABEL NOTICE (29 C.F.R. § 38.9(g)(3)):

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