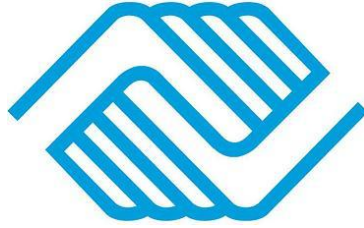


Tennessee Warning Notice / Use of Data / Equal Opportunity Information

Department of Employment and Economic Development (DEED) grant recipient:



Boys & Girls Club of the Bemidji Area

*Please read the Tennessee Warning Notice below and the equal opportunity information on the reverse side.
When you finish reading, please sign and date at the bottom.*

TENNESSEN WARNING NOTICE:

The data we are asking you to provide about yourself is considered private data by [Minnesota Statute 13.47 subdivision 2](#). In order to collect and use this data we must tell you why we need the data, how we intend to use it, and any consequences you may experience if you supply the information or not.

Why we need the data

Personal characteristics such as age, gender, ethnicity, race, disability and economic status is collected to evaluate our performance and in some cases, to determine if you're eligible for special assistance

How we intend to use the data

Work and education history will be shared with the Department of Employment and Economic Development (DEED) and may be shared with prospective employers. Additionally other government entities with a legal right to this data may see your information

Consequences to you

You can refuse to supply any or all of this information; you are not legally required to provide any of this information. Not supplying sufficient information may limit our ability to provide you the services you want.

For more information

DEED Data Practices <http://mn.gov/deed/about/what-guides-us/data-practices/>

Minnesota Data Practices Act www.revisor.leg.state.mn.us/stats/13/

Minnesota Department of Administration Information Policy Analysis Division www.ipad.state.mn.us/index.html

EQUAL OPPORTUNITY IS THE LAW: (Please see the reverse side for additional information)

We consider applicants without regard to race, color, creed, religion, national origin, age, sex, political affiliation or belief, marital status, disability, sexual orientation, or status with regard to public assistance. It is our policy to abide by all federal, state, and local laws concerning discrimination.

COMPLAINT AND APPEAL POLICY:

If you feel that anyone in our office has treated you unfairly, you have the right to file a complaint. If you have been denied services, you have the right to an appeal. If you wish to file a formal complaint or an appeal, please see a staff member for assistance.

I have been made aware of and understand this Tennessee Warning notice. (If you do not understand this statement, please ask that a staff member explain it to you.) I agree that the information on this form may be shared among Minnesota WorkForce Center agencies for the purpose of helping me find employment or training.

I have read the equal opportunity information found on the reverse side "NOTICE TO THE PUBLIC", Equal Opportunity Is The Law. I understand that I have the right to file a complaint of discrimination.

Date	Signature (If Under 18, Signature of Parent or Guardian)	Child's Name
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This material is available in alternative formats, such as large print, Braille, or audio tape.

NOTICE TO THE PUBLIC **Equal Opportunity Is The Law**

It is against the law for us as the recipient of DEED funds to discriminate on the following bases:

Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and

Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary=s citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any DEED-funded program or activity.

The recipient must not discriminate in any of the following areas:

Deciding who will be admitted, or have access, to any DEED funded program or activity;

Providing opportunities in, or treating any person with regard to, such a program or activity; or

Making employment decisions in the administration of, or in connection with, such a program or activity.

What to Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a **DEED funded** program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Name/Title of Designated Equal Opportunity Officer:

Lori Peterson, Director of Public Affairs

690 Jackson Street

St. Paul, MN 55130

PHONE: 651-726-2582

FAX: 651-200-4100

EMAIL: lpeterson@bgc-tc.org

Susan Tulashie, Equal Opportunity Officer

Workforce Development Division

Department of Employment and Economic

Development

1st National Bank Building

332 Minnesota Street, Suite E200

St. Paul, MN 55101

Direct: 651-259-7586 Fax: 651-215-3842

MN Relay 7-1-1 or 1-800-627-3529

www.PositivelyMinnesota.com

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Minnesota Department of Economic Development, Workforce Development Division (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with the Civil Rights Center (CRC). However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

The above "NOTICE TO THE PUBLIC" applies to the federal programs covered under the Workforce Investment Act. Complaints concerning services provided by non-WIA programs may be processed differently.

The recipient* must provide the notice to all appropriate parties including: club members and applicants for services; participants; applicants for employment; employees; unions or professional organizations that hold collective bargaining or professional agreements with the recipient; sub-recipients that receive DEED funds from the recipient; members of the public, including those with impaired vision or hearing.

***Term to Know—Recipient:** Any entity to which financial assistance is extended, directly from the U.S. Department of Labor or through the Governor or another recipient; excluding the ultimate beneficiaries of the programs or activities.