



EMPLOY MILWAUKEE RIGHTS AND RESPONSIBILITIES FORM

Employ Milwaukee and our service providers are dedicated to providing workforce services that will assist you in preparing for and finding a new job. You are being enrolled into an employment and training program that operates on a “work first” approach. This program is NOT an entitlement program. Therefore, Employ Milwaukee and our service providers reserve the right to determine eligibility for any type of service provided as allowable under federal regulations and local policy.

Rights

As a participant, you have the following rights:

- Equal Opportunity Rights, as outlined in the Equal Opportunity Notice.
- Grievance Procedure Rights, as outlined in the Grievance Procedure.
- Orientation – You will receive information about the American Job Center System and its programs.
- Individualized Assistance - From a Career Planner who is assigned to you.
- An Action Plan - Also known as an Individualized Employment Plan or an Individualized Service Strategy, you will co-develop this plan designed with you to help you enter or reenter the workforce;
- Confidentiality – Your records will be respected and protected at all times.

Responsibilities

As a participant, you have the following responsibilities:

- You will provide complete, authentic and factual information.
- You will maintain contact with your Career Planner via email, phone or in person.
 - WIOA Youth Program participants have a 15-day minimum contact requirement.
 - WIOA Adult and Dislocated Worker Program participants have a monthly minimum contact requirement.
- You will provide documentation about service participation, such as attendance and grades.
- You will attend all regularly scheduled meetings and provide information requested in a timely and thorough manner, or you will call in advance to reschedule appointments that you cannot attend.
- You will not engage in political activities, conduct union organizing/anti-union actions, or participate in religious/anti-religious events while in an American Job Center or while participating in federally-funded programs.
- You will not displace currently employed workers or reduce the hours, wages or employment benefits of currently employed workers, or infringe in the promotional opportunities of currently employed workers.
- You agree to cooperate and participate in the program specific follow up activities as required by funding regulations.

Employ Milwaukee is an Equal Opportunity Employer and Service Provider. Auxiliary aids and services are available upon request to individuals with disabilities. If you need this information interpreted to a language you understand or in a different format, please contact Carrie Hersh, Equal Opportunity Officer, at 414-270-1726 or Carrie.Hersh@EmployMilwaukee.org. Callers who are deaf or hearing or speech-impaired may reach us at Wisconsin Relay Number 711.

IMPORTANT! This document contains **important information** about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. **Call (414)-270-1726** for assistance in the translation and understanding of the information in this document.

¡IMPORTANTE! Este documento contiene **información importante** sobre sus derechos, responsabilidades y/o beneficios. Es importante que usted entienda la información en este documento. Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo alguno para usted. **Llame al (414)-270-1726** para pedir asistencia en traducir y entender la información en este documento.

TSEEM CEEB! Daim ntawv no muaj ib **cov lus tseem ceeb** qhia paub txog koj cov cai, cov luag hauj lwm thiab/los yog cov kev pab. Nws yog ib qho tseem ceeb uas koj yuav tau to taub cov lus nyob hauv daim ntawv no, thiab peb yuav muab tau cov lus no txhais ua koj hom lus yam koj tsis tau them nyiaj dab tsi. **Hu rau (414)-270-1726** yog xav tau kev pab kom muab cov lus nyob hauv daim ntawv no txhais rau koj kom koj to taub.



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Consequences

If I choose not to comply with the responsibilities and requirements of this program, I can anticipate consequences.

- Failure to comply in providing the information as required could mean a decrease or cessation of current funding or termination of future program funding.
- Refusal to accept a reasonable job offer, providing intentionally inaccurate information and/or failing to cooperate fully with my Career Planner may result in removal from present and future Employ Milwaukee-funded programs.
- If I choose to drop out of a training or work experience service, I may be required to return all program-funded books, tools, supplies, and/or equipment, in good condition, to my Career Planner.

By checking the statement(s) below, I certify that the listed information has been provided to me:

- I was presented information on the “full array” of services available through the local American Job Center.
- I have been counseled about demand occupations in the area.
- I have been counseled about non-traditional careers.
- I have been advised that if enrollment in training requires me to go into debt, I am responsible for paying back my loans.
- I agree to participate in the program specific Follow-Up activities.
- I have had the Employ Milwaukee Participant Rights and Responsibilities explained to me, and I understand these rights and responsibilities.

In signing this agreement, I certify that I have read and understand the Employ Milwaukee Participant Rights and Responsibilities stated in this document. I further understand that workforce services administered by Employ Milwaukee and its service providers are not guaranteed. Every effort will be made to provide me with the best mix of services to achieve my goals. However, I acknowledge that under federal law, I do not have a legal or entitlement right to these services.

Applicant Printed Name	Applicant Date of Birth
Applicant Signature	Date Signed

Parent/Guardian Name (if applicant is under 18 years of age)	
Parent/Guardian Signature	Date Signed

Career Planner Standards

As your Career Planner, I will provide you with guidance and assistance needed to help you achieve your employment goals. I will ensure you understand the American Job Center System and receive workforce services as outlined in this document. I will assist you in establishing education and employment goals appropriate to you and help in the preparation of an Action Plan. I will provide guidance and assistance in your search for employment. As your Career Planner, I commit to providing timely communication, quick responses to your questions, and direct assistance to the best of my ability.

Career Planner Printed Name	Career Planner Agency
Career Planner Signature	Date Signed