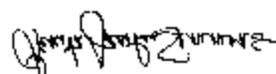


U. S. Department of Labor Employment and Training Administration Washington, D.C. 20210	CLASSIFICATION One-Stop
	CORRESPONDENCE SYMBOL OS
	DATE July 28, 2000

TRAINING AND EMPLOYMENT INFORMATION NOTICE NO. 4-00

TO: ALL STATE WORKFORCE LIAISONS
 ALL STATE WORKER ADJUSTMENT LIAISONS
 ALL STATE EMPLOYMENT SECURITY AGENCIES
 ALL ONE-STOP CAREER CENTER SYSTEM LEADS



FROM: LENITA JACOBS-SIMMONS
 Deputy Assistant Secretary

SUBJECT: Draft *One-Stop Guide to Accessibility and Accommodation of Persons with Disabilities*

1. Purpose. To provide, for review and comment, the draft *One-Stop Guide to Accessibility and Accommodation of Persons with Disabilities*. This document contains guidance on programmatic and physical access for individuals with disabilities under section 504 of the Rehabilitation Act of 1973, as amended (section 504), the nondiscrimination and equal opportunity provisions (section 188) of the Workforce Investment Act of 1998 (WIA), and their implementing regulations.
2. Reference. Training and Employment Information Notice (TEIN) No. 16-99 dated April 12, 2000; TEIN 25-99 dated June 14, 2000.
3. Background. A central principal of the workforce investment system established under the WIA is that the One-Stop delivery system's programs and services be available to everyone. Since the initial developments of a One-Stop system, there have been requests for guidance and assistance to assure accessibility to this system for individuals with disabilities.

Section 188 and its implementing regulations, 29 CFR part 37, contain the regulatory requirements on accessibility to the workforce investment system for individuals with disabilities and other minority populations. While 29 CFR part 37 specifically addresses the workforce investment system, it incorporates section 504 by reference and includes standards contained in the Americans with Disabilities Act of 1990.

RESCISSIONS	EXPIRATION DATE Continuing
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On April 12, 2000, ETA issued TEIN No. 16-99 to the workforce investment system. TEIN No. 16-99 included 29 CFR part 37 and self-assessment checklists on customer service and accommodation practices, existing facilities self-evaluation, software accessibility, web page and Information Transaction Machines (ITMs), and IT equipment. The draft *One-Stop Guide to Accessibility and Accommodation for People with Disabilities* provides much more comprehensive information on the requirements of Section 188 and part 37. The guide, developed with the participation of the Civil Rights Center, has incorporated the applicable definitions and general prohibitions against discrimination contained in part 37. It also discusses certain administrative requirements contained in part 37, such as the State- and local-level obligation to designate Equal Opportunity (EO) Officers and their obligation to provide EO services to the workforce investment system, notice and data collection requirements and the requirement that each State develop a Methods of Administration. The document also details the necessary steps that partners in the One-Stop delivery system must undertake to ensure that their programs and services are accessible to individuals with disabilities.

4. Action Required. States are requested to review and provide comments on the draft *Guide* by August 31, 2000. A final *One-Stop Guide to Accessibility and Accommodation for Persons with Disabilities* will be planned for issuance in October, 2000. Comments should be provided to Chonita Tillmon via e-mail at ctillmon@doleta.gov or in hard copy to:

Ms. Chonita Tillmon
U.S. Department of Labor
Employment and Training Administration
200 Constitution Avenue, NW, Room N-4641
Washington, D.C. 20210

5. Inquiries. Questions should be directed to Chonita Tillmon on (202) 219-5500 x 135 or Bud West on (202) 219-8927. For copies of past TEINs and other resources for people with disabilities, please refer to ETA's disAbility Online homepage at: <http://wdsc.org/disability>.

6. Attachment. Draft *One-Stop Guide to Accessibility and Accommodation for Persons with Disabilities*