

Ted Strickland
Governor

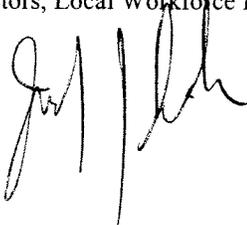


Helen E. Jones-Kelley
Director

30 East Broad Street Columbus, Ohio 43215-3414
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MEMORANDUM

TO: CDJFS, PCSA and CSEA Directors, Local Workforce Investment Area EO Officers,
and Civil Rights Coordinators

FROM: Joseph J. Silver, Bureau Chief
Bureau of Civil Rights 

DATE: May 8, 2008

SUBJECT: Statewide Civil Rights Coordinators and WIA EO Officers Training

The ODJFS Bureau of Civil Rights ensures—through education, monitoring and enforcement—that all ODJFS customers, both internal and external, are provided equal access to all rights and benefits as mandated by state and federal anti-discrimination laws. In order to help county agencies comply with these laws, the bureau will be holding trainings on the following dates and at the following locations:

June 3 at the Job Center in Summit County
June 10 at the Hancock County Department of Job and Family Services
June 17 at the Greene County Social Services Center
June 24 at the Muskingum County Child Support Enforcement Agency

Morning sessions will be held at each location for civil rights coordinators, and afternoon sessions for WIA EO officers. Each coordinator and officer needs to attend only one of the scheduled trainings. **It is especially important that all CDJFS civil rights coordinators attend, as information and materials will be provided concerning mandatory training required by the U.S. Department of Agriculture pursuant to Food and Nutrition Service (FNS) Instruction 113, in regard to the Food Stamp program.** CDJFS civil rights coordinators will be expected to attend starting at 8:30 a.m., and all other coordinators (PCSA, CSEA) should arrive at 9:30 a.m. WIA EO officers should arrive at 1 p.m.

If some civil rights coordinators also serve as WIA EO officers, they should attend both sessions. Training locations were chosen to minimize traveling distances for those attending, but if anyone cannot attend the session closest to his or her home county, he or she should register for training on one of the other dates. A make-up session will be offered on Monday, June 30, in Columbus for those who could not make any of the above dates.

A registration form, agenda, and directions to each of the training sites are attached to this email. Please return your registration form as soon as possible, via fax to (614) 752-6381, email to Shanna Bagner at Shanna.Bagner@jfs.ohio.gov, or mail to the Bureau of Civil Rights, 30 East Broad St., 37th Floor, Columbus, Ohio 43215. Thank you.

CC: Brenda Gerhardstein, Deputy Director

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**OHIO DEPARTMENT OF JOB AND FAMILY SERVICES
Bureau of Civil Rights**

**REGISTRATION FORM
Regional Civil Rights Coordinator/EO Officer Training
June 3, 10, 17 and 24, 2008**

Name: _____ Phone: () _____

Agency Name: _____ Agency Address: _____

City: _____ State: OH Zip: _____ County: _____

E-mail Address: _____

Please print clearly

Please mark which training you are registering for:

June 3 AM PM – Summit County – 1040 E. Tallmadge Ave, Akron, Ohio 44310

June 10 AM PM – Hancock County – 7814 County Road 140, Findlay, Ohio 45840-1819

June 17 AM PM – Greene County – 541 Ledbetter Road, Xenia, Ohio 45385

June 24 AM PM – Muskingum County – 1830 East Pike, Zanesville, Ohio 43701

June 30 AM PM – Franklin County – 4020 East 5th Ave, Columbus, Ohio 43219

LODGING AND MEALS WILL BE THE RESPONSIBILITY OF EACH COUNTY AGENCY

Send Registration Form to:

Shanna Bagner

Ohio Department of Job and Family Services

Bureau of Civil Rights

30 E. Broad St., 37th Floor

Columbus, Ohio 43215

(614) 644-2703

or

Fax Registration to:

Shanna Bagner at (614) 752-6381