

Eligible Training Providers (ETPS)/Service Provider Monitoring Tool

Program Year (PY) July 1, 2024 to June 30, 2025

Eligible Training Provider/Service Provider: **Adair County Ambulance District - Academy**

Prepared by: **Jeanie Griffin**

Date: **December 17, 2024 on-site**

Assurances 29 CFR 38.25 - 27	Yes	No
Is there a current signed contract between the school and the state on file?	x-ETPL	
Does the organization have a Reasonable Accommodation/Modification policy?	X	
Does the organization have a Harassment policy?	X	
Does the organization have an Equal Opportunity policy?	X	
Corrective Action: Student Handbooks reviewed need to be updated to include EO non-discrimination statement, ADA accommodations, and harassment policies. See Section 29 CFR 38.25 for additional Assurance language that needs to be included in handbooks.		
Designated an individual to work with the Local EO Officer 29 CFR 38.33	Yes	No
Did the organization provide a contact person designated to work with the Local EO Officer?	X	
Provide contact information: Darrell Crooks, Program; Danica Collinge Staffing Analysis/Logs	X	
Comments: None		
Notices and Communications 29 CFR 38.34-39	Yes	No
Is the EO Notice Poster available online or in student and employee handbook?		X
Is the EO tagline available on websites, brochures, flyers, or other notices about programs?		X
Is the EO Notice provided to employees?	X-application	
Comments: The EO posters in both English and Spanish are prominently displayed in the Academy Office, Admin/Billing Office and Operations Building for staff and/or students to have easy access. Employment applications have the EO non-discrimination statement, but does not provide the option to select any of the reporting demographics by classes or how to file complaints.		
Corrective Action: There were no brochures available for review. The website needs updated to include the EO posters, EO non-discrimination statement and Tagline : "xxx is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial 711". All print materials (handbooks, brochures, applications and electronic communications) need to have the tagline displayed. In addition, handbooks and applications need to be revised to include the EO non-discrimination statement and procedures for how students and staff can file complaints.		
Monitoring Requirements for WIOA Recipients 29 CFR 38.51-54	Yes	No
Employment Data Analysis Submitted October 30th?	X	
Employment Data Analysis met all requirements?	X	
Comments: Due to the size of the Ambulance District/Academy they do not have a system in place to track all the required demographic fields, therefore several of the fields were not applicable.		
Recommendation: Please work to develop a mechanism to track specific demographic groups on applications for employment or training to aid in future EO compliance reporting.		
Program Data Analysis Submitted June 30th?		
Program Data Analysis met all requirements?		
Comments:		
Affirmative Outreach 29 CFR 38.40	Yes	No
Did the organization include an affirmative outreach plan in their analysis report (program/employment/staffing analysis)?	X	
Did the organization display how programs are advertised to different demographic groups? (i.e. languages, age, sex, races)	X-website	

Comments: Recipients must take appropriate steps to ensure that they are providing equal access to WIOA Title I financially assisted programs and activities. Providing equal access should involve reasonable efforts to include members of the various groups protected by these regulations including but not limited to persons of different sexes, various racial and ethnic/ national origin groups, various religions, individuals with limited english proficiency, individuals with disabilities and individuals with different age groups.

The District's staffing analysis includes a very generic affirmative action statement, but no plan. Please continue to post job openings via the District's website to aid in making sure openings are available to all.

Data and Information Collection Maintenance 29 CFR 38.41-45	Yes	No
Does the organization have any administrative actions or lawsuits?		X
Complaint log submitted October 5th?	* N/A	
Complaint log submitted January 5th?	X	
Complaint log submitted April 5th?		
Complaint log submitted July 5th?		
Comments: *September's report, the WDB did not have the correct contact.		
Complaint Procedures 29 CFR 38.72-73	Yes	No
Is the WIOA complaint procedure implemented into the organization?	X	X
Comments: Yes -The District has implemented the WIOA Complaint procedures by prominently displaying the EO posters throughout the various buildings within the District. Corrective Action: No - The EO poster language also needs to be incorporated into the District's website, staff and student handbooks as well as employment applications for staff and students to sign off on attesting receipt of EO rights and procedures to file a complaint.		
Corrective Action and Sanctions 29 CFR 38.54(c)(2)(vii)	Yes	No
Have any corrective actions been identified?	X	
Did the organization provide a plan to address the corrective action?		
Have the corrective actions identified been implemented into the organization?	in progress	
Comments: See corrective action items listed above and work to implement recommendations by June 30, 2025.		

Eligible Training Providers (ETPS)/Service Provider Monitoring Tool

Program Year (PY) July 1, 2024 to June 30, 2025

Eligible Training Provider/Service Provider: **Coding Clarified, LLC**

Prepared by: **Jeanie Griffin**

Date: **Virtual Call - 3/20/2025**

Assurances 29 CFR 38.25 - 27	Yes	No
Is there a current signed contract between the school and the state on file?	X - ETPL	
Does the organization have a Reasonable Accommodation/Modification policy?	X	
Does the organization have a Harassment policy?		X
Does the organization have an Equal Opportunity policy?	X	
Comments: Coding Clarified has done an excellent job addressing compliance with 29 CFR 38 in their Affirmative Outreach Policy, their Non-Discrimination and Equal Opportunity Policy, their Catalog, Enrollment Agreement and Complaint Procedures Policy. All documents are on the institutions website under the "Terms and Conditions" link. Corrective Action: Upon reviewing documents, did not see a policy on Harassment. Please provide a policy or implement a policy to address harassment and retaliation. Feel free to refer to the WDB's policy found at www.wdbnorthmo.org; Administrative Policy #A-18, Harassment, Discrimination, and Retaliation		
Designated an individual to work with the Local EO Officer 29 CFR 38.33	Yes	No
Did the organization provide a contact person designated to work with the Local EO Officer?	X	
Provide contact information:	Janine Mothershed	
Comments/Corrective Action: None		
Notices and Communications 29 CFR 38.34-39	Yes	No
Is the EO Notice Poster available online or in student and employee handbook?	X	
Is the EO tagline available on websites, brochures, flyers, or other notices about programs?	X	X -website
Is the EO Notice provided to employees?	x-students	x-employees
Comments: With Coding Clarified being an exclusive on-line program, no physical location is available. EO Posters are available in English and Spanish on the Institutions website under the Terms and Conditions link. The Catalog and Enrollment Agreement for students to sign contains the tagline; although not complete. Corrective Action/Recommendation: It is recommended that the Terms and Conditions link on the institutions website be listed as a drop down link, possibly under "about us" or a separate link for better visibility. In addition, the EO tagline as referenced in the Catalog and Enrollment Agreement needs to be corrected to include the full tagline "XXX is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. MO TTY users can dial 711". It is recommended that the EO tagline be listed on the landing page of the website for better visibility. Did not see employee employment application or employee handbook to ensure EO notice was being provided to staff. Upon hiring staff for employment with CC, the EO non-discrimination notice needs to be provided to staff to be aware of their EO rights and procedures to file a complaint if the need arises.		
Monitoring Requirements for WIOA Recipients 29 CFR 38.51-54	Yes	No
Employment Data Analysis Submitted October 30th?	X	
Employment Data Analysis met all requirements?	X	
Comments: The Employment Data (Staffing) Analysis report was submitted on 10/2/2024. Thank you for your prompt attention. Recommendation: Due to the size of CC's organization, resources are not in place to track the required demographic information - therefore, most of the data was N/A. CC should consider developing a method to track demographic information for future ETPL EO reporting requirements.		

Program Data Analysis Submitted June 30th?		
Program Data Analysis met all requirements?		
Comments:		
Affirmative Outreach 29 CFR 38.40	Yes	No
Did the organization include an affirmative outreach plan in their analysis report (program/employment/staffing analysis)?	X	X
Did the organization display how programs are advertised to different demographic groups? (i.e. languages, age, sex, races)	X-website	
Comments: While Coding Clarified does have an Affirmative Outreach policy, it was not included in their Employment Analysis report. Recipients must take appropriate steps to ensure that they are providing equal access to WIOA Title I financially assisted programs and activities. Providing equal access should involve reasonable efforts to include members of the various groups protected by these regulations including but not limited to persons of different sexes, various racial and ethnic/national origin groups, various religions, individuals with limited english proficiency, individuals with disabilities and individuals with different age groups. Providing information via the institutions website will aid in meeting this requirement.		
Data and Information Collection Maintenance 29 CFR 38.41-45	Yes	No
Does the organization have any administrative actions or lawsuits?		X
Complaint log submitted October 5th?	X	
Complaint log submitted January 5th?	X	
Complaint log submitted April 5th?		
Complaint log submitted July 5th?		
Comments: None		
Complaint Procedures 29 CFR 38.72-73	Yes	No
Is the WIOA complaint procedure implemented into the organization?	X	
Comments: Coding Clarified has implemented the WIOA Complaint procedures in their Non-discrimination and Equal Opportunity Policy as well as their Complaint Procedures. In addition, the EO posters are displayed on the website to include information on how to file a complaint.		
Corrective Action and Sanctions 29 CFR 38.54(c)(2)(vii)	Yes	No
Have any corrective actions been identified?	X	
Did the organization provide a plan to address the corrective action?	in progress	
Have the corrective actions identified been implemented into the organization?	in progress	
Comments: See corrective action items listed above and work to implement recommendations by June 30, 2025.		

Eligible Training Providers (ETPS)/Service Provider Monitoring Tool

Program Year (PY) July 1, 2024 to June 30, 2025

Eligible Training Provider/Service Provider: Hannibal-LaGrange University

Prepared by: Jeanie Griffin

Date: On-site Visit 2-25-2025

Assurances 29 CFR 38.25 - 27	Yes	No
Is there a current signed contract between the school and the state on file?	X-ETPL	
Does the organization have a Reasonable Accommodation/Modification policy?	X-student handbook	
Does the organization have a Harassment policy?		X-waiver
Does the organization have an Equal Opportunity policy?		X-waiver
Comments: Included in HLG's student handbook is their policy on ADA and reasonable accommodations, however policies on Harassment and non-discrimination are exempt based on a copy of a letter provided from the US Department of Education, Office of Civil Rights. This letter of waiver indicates that HLG is exempt from Title IX non-discrimination compliance due to HLG being a religious institution. WIOA is included in this exemption as reference in the following. https://www.federalregister.gov/documents/2016/12/02/2016-27737/implementation-of-the-nondiscrimination-and-equal-opportunity-provisions-of-the-workforce-innovation#p-311		
Designated an individual to work with the Local EO Officer 29 CFR 38.33	Yes	No
Did the organization provide a contact person designated to work with the Local EO Officer?	X	
Provide contact information: Brennan Nick, Rebekah Garner, Dori Colborn	X	
Comments/Corrective Action: None		
Notices and Communications 29 CFR 38.34-39	Yes	No
Is the EO Notice Poster available online or in student and employee handbook?		X-waiver
Is the EO tagline available on websites, brochures, flyers, or other notices about programs?		X-waiver
Is the EO Notice provided to employees?		X-waiver
Comments: HLG provided a copy of their letter from the US Department of Education, Office of Civil Rights which indicates that HLG is exempt from Title IX non-discrimination compliance due to HLG being a religious institution. WIOA is included in this exemption as reference in the following citation. https://www.federalregister.gov/documents/2016/12/02/2016-27737/implementation-of-the-nondiscrimination-and-equal-opportunity-provisions-of-the-workforce-innovation#p-311		
Monitoring Requirements for WIOA Recipients 29 CFR 38.51-54	Yes	No
Employment Data Analysis Submitted October 30th?		X
Employment Data Analysis met all requirements?	X	
Comments: HLG did not have their staffing analysis completed by 10/31/24 due to a delay in making contact with the correct individual on campus. The WDB granted an extension. Report was received 2/12/2025.		
Program Data Analysis Submitted June 30th?		
Program Data Analysis met all requirements?		
Comments:		
Affirmative Outreach 29 CFR 38.40	Yes	No
Did the organization include an affirmative outreach plan in their analysis report (program/employment/staffing analysis)?		X
Did the organization display how programs are advertised to different demographic groups? (i.e. languages, age, sex, races)		X

Comments: Recipients must take appropriate steps to ensure that they are providing equal access to WIOA Title I financially assisted programs and activities. Providing equal access should involve reasonable efforts to include members of the various groups protected by these regulations including but not limited to persons of different sexes, various racial and ethnic/national origin groups, various religions, individuals with limited english proficiency, individuals with disabilities and individuals with different age groups.

Please continue to post job openings via the University's website to aid in making sure openings are available to all.

Data and Information Collection Maintenance 29 CFR 38.41-45	Yes	No
Does the organization have any administrative actions or lawsuits?		X
Complaint log submitted October 5th?	X	
Complaint log submitted January 5th?	X	
Complaint log submitted April 5th?	X	
Complaint log submitted July 5th?		
Comments: None		
Complaint Procedures 29 CFR 38.72-73	Yes	No
Is the WIOA complaint procedure implemented into the organization?		X-waiver
Comments: HLG has a Student Complaint Policy available on their website to handle general complaints. Any discrimination complaints under Title IX, HGL is exempt from due to their waiver from the US Department of Education, Office of Civil Rights. WIOA is included in this exemption as reference in the following citation. https://www.federalregister.gov/documents/2016/12/02/2016-27737/implementation-of-the-nondiscrimination-and-equal-opportunity-provisions-of-the-workforce-innovation#p-311		
Corrective Action and Sanctions 29 CFR 38.54(c)(2)(vii)	Yes	No
Have any corrective actions been identified?		X
Did the organization provide a plan to address the corrective action?	n/a	n/a
Have the corrective actions identified been implemented into the organization?	n/a	n/a
Comments: None		

Eligible Training Providers (ETPS)/Service Provider Monitoring Tool

Program Year (PY) July 1, 2024 to June 30, 2025

Eligible Training Provider/Service Provider: **John Wood Community College**

Prepared by: **Jeanie Griffin**

Date: **On-site Visit 2-25-2025**

Assurances 29 CFR 38.25 - 27	Yes	No
Is there a current signed contract between the school and the state on file?	X-ETPL	
Does the organization have a Reasonable Accommodation/Modification policy?	X - Disability services flyer, employee handbook	
Does the organization have a Harassment policy?	X-website, title IX link	
Does the organization have an Equal Opportunity policy?	X-website, nondis. Link, employee handbook	
Comments: JWCC has a non-discrimination statement link as well as a Title IX link on their website for students and the general public to be aware of equal opportunity and non-discrimination. JWCC also has a policy on sexual, racial and other forms of harrasment on the website under the Title IX link. In addition, JWCC also has a Disability Services brochure to include reasonable accomodations for students and an employee handbook for staff to be aware of disability accomodations. Corrective Action: The employee handbook as well as policies on the website need to be updated to ensure that all of the protected classes under EO are listed and not just those required for Title IX compliance. See Section 29 CFR 38.25 for additional Assurance language that needs to be included in the organizations polcies.		
Designated an individual to work with the Local EO Officer 29 CFR 38.33	Yes	No
Did the organization provide a contact person designated to work with the Local EO Officer?	X	
Provide contact information: Amy Baker, Debbie Amsler, Britta Carper	X	
Comments/Corrective Action: None		
Notices and Communications 29 CFR 38.34-39	Yes	No
Is the EO Notice Poster available online or in student and employee handbook?		X
Is the EO tagline available on websites, brochures, flyers, or other notices about programs?		X
Is the EO Notice provided to employees?	X-application process	
Comments: During our on-site review, JWCC had one set of the EO is the Law posters displayed in the hallway to their Admin offices. JWCC provides an EO notice on their application for employment on their website. Corrective Action: JWCC did not have the EO is the Law poster displayed in common areas for students, nor did the EO is the Law poster displayed for staff contain the contact information for the local EO Office. It was blank. Of those brocures and flyers sampled (Disability Services, 10 warning signs, JWCC writing center, caring-campus behaviors, Law for learners), none contained the EO tagline. Please update any and all brochures, flyers and website to include the EO tagline "xxx is an equal opportunity employment/program. Auxilary aids and services are available upon request to individuals with disabilities. MO TTY users can dial 711." Refer to 29 CFR 38.34-39 for further guidance on this requirement.		
Monitoring Requirements for WIOA Recipients 29 CFR 38.51-54	Yes	No
Employment Data Analysis Submitted October 30th?		X
Employment Data Analysis met all requirements?	X	
Comments: JWCC did not have their staffing analysis done by 10/31/2024 due to the delay in making contact with the correct individual at JWCC. The WDB granted an extention. The Employment Analysis report was received on 4/1/2025.		
Program Data Analysis Submitted June 30th?		
Program Data Analysis met all requirements?		
Comments:		
Affirmative Outreach 29 CFR 38.40	Yes	No
Did the organization include an affirmative outreach plan in their analysis report (program/employment/staffing analysis)?		X

Did the organization display how programs are advertised to different demographic groups? (i.e. languages, age, sex, races)	X	
Comments: Recipients must take appropriate steps to ensure that they are providing equal access to WIOA Title I financially assisted programs and activities. Providing equal access should involve reasonable efforts to include members of the various groups protected by these regulations including but not limited to persons of different sexes, various racial and ethnic/national origin groups, various religions, individuals with limited english proficiency, individuals with disabilities and individuals with different age groups. Please continue to post job openings via Job Link and the College's website to aid in making sure openings are available to all.		
Data and Information Collection Maintenance 29 CFR 38.41-45	Yes	No
Does the organization have any administrative actions or lawsuits?		X
Complaint log submitted October 5th?	N/A	N/A
Complaint log submitted January 5th?	X	
Complaint log submitted April 5th?	X	
Complaint log submitted July 5th?		
Comments: Complaint logs for the 10-5-2024 reporting were not applicable for JWCC as we did not have the correct contact person on file at that time.		
Complaint Procedures 29 CFR 38.72-73	Yes	No
Is the WIOA complaint procedure implemented into the organization?	X	
Comments: JWCC has implemented the WIOA Complaint procedures by having the EO posters displayed to include information on how to file a complaint. The Title IX link on the website includes information for how to report acts of sexual harassment. Corrective Action: The EO posters and language needs to be available on the website, in any student or staff handbooks and on applications for staff and students to sign off on attesting receipt of EO rights and procedures to file a complaint.		
Corrective Action and Sanctions 29 CFR 38.54(c)(2)(vii)	Yes	No
Have any corrective actions been identified?	X	
Did the organization provide a plan to address the corrective action?	in progress	
Have the corrective actions identified been implemented into the organization?	in progress	
Comments: See corrective action items listed above and work to implement recommendations by June 30, 2025.		

Eligible Training Providers (ETPS)/Service Provider Monitoring Tool

Program Year (PY) July 1, 2024 to June 30, 2025

Eligible Training Provider/Service Provider: **Kirksville Area Technical School (KATC)**

Prepared by: **Jeanie Griffin**

Date: **December 17, 2024 (on-site)**

Assurances 29 CFR 38.25 - 27	Yes	No
Is there a current signed contract between the school and the state on file?	x-ETPL	
Does the organization have a Reasonable Accommodation/Modification policy?	x-Handbook	
Does the organization have a Harassment policy?	x-Handbook	
Does the organization have an Equal Opportunity policy?	x-Handbook	
Comments: Both the student and employee handbooks contains procedures for filing general complaints (no reference of discrimination complaints) as well as general language on accessibility accomodations, harrassment and EO. Corrective Action: Handbooks need to be updated to include include all the required protected classes of discrimination. See Section 29 CFR 38.25 for additional Assurance language that needs to be included in the student and employee handbooks.		
Designated an individual to work with the Local EO Officer 29 CFR 38.33	Yes	No
Did the organization provide a contact person designated to work with the Local EO Officer?	X	
Provide contact information: Jesse Wolf, Director	X	
Comments: Handbooks identify the Assistant Superintendent in Charge of Business Affairs, Tricia Reger as the District's compliance officer.		
Notices and Communications 29 CFR 38.34-39	Yes	No
Is the EO Notice Poster available online or in student and employee handbook?		X
Is the EO tagline available on websites, brochures, flyers, or other notices about programs?		X
Is the EO Notice provided to employees?		X
Comments: EO posters in both English and Spanish are promiently displayed throughout the distict where staff and students have easy access. The website does have a translation link. Corrective Action: The EO complaint procedures are not included in either the student or employee handbooks. The EO tagline was not listed on the website or on those brochures sampled (adult training programs, practical nursing program). Please add the following tag line to all communications (print materials, outreach materials and electronic communications). "xxx is an equal opportunity employer/program. auxiliary aids and services are available uon request to individuals with disabilities. Missouri TTY users can dial 711" as well as update the handbooks to include the procedures for how to file a complaint.		
Monitoring Requirements for WIOA Recipients 29 CFR 38.51-54	Yes	No
Employment Data Analysis Submitted October 30th?	X	
Employment Data Analysis met all requirements?	X	
Comments: KATC does not track nor have a system in place to track all the required demographic fields therefore several of the fields were "0". Recommendation: Please work to develop a mechanism to track specific demographic groups for future reporting.		
Program Data Analysis Submitted June 30th?		
Program Data Analysis met all requirements?		
Comments:		
Affirmative Outreach 29 CFR 38.40	Yes	No
Did the organization include an affirmative outreach plan in their analysis report (program/ employment/staffing analysis)? Plan for how the entity will ensure equal acess to all individuals, focussing efforts to include members from various protected groups.		X
Did the organization display how programs are advertised to different demographic groups? (i.e. languages, age, sex, races)		X

Comments: Recipients must take appropriate steps to ensure that they are providing equal access to WIOA Title I financially assisted programs and activities. Providing equal access should involve reasonable efforts to include members of the various groups protected by these regulations including but not limited to persons of different sexes, various racial and ethnic/ national origin groups, various religions, individuals with limited english proficiency, individuals with disabilities and individuals with different age groups.

Corrective Action: Please update recruitment and hiring policy to indicate steps will be taken to ensure equal access is provided to all persons. Ensuring that job openings will be made available via the districts website will help to ensure that openings are available to all.

Data and Information Collection Maintenance 29 CFR 38.41-45	Yes	No
Does the organization have any administrative actions or lawsuits?		X
Complaint log submitted October 5th?	X	
Complaint log submitted January 5th?	X	
Complaint log submitted April 5th?		
Complaint log submitted July 5th?		
Comments: None		
Complaint Procedures 29 CFR 38.72-73	Yes	No
Is the WIOA complaint procedure implemented into the organization?	X	X
Comments: KATC has implemented the WIOA Complaint procedures by prominently displaying the EO posters throughout the district. Corrective Action: The EO poster language also needs to be incorporated into the District's website, staff and student handbooks as well as employment applications for staff and students to sign off on attesting receipt of notification.		
Corrective Action and Sanctions 29 CFR 38.54(c)(2)(vii)	Yes	No
Have any corrective actions been identified?	X	
Did the organization provide a plan to address the corrective action?		
Have the corrective actions identified been implemented into the organization?	in progress	
Comments: See corrective action items listed above and work to implement recommendations by June 30, 2025.		

Eligible Training Providers (ETPS)/Service Provider Monitoring Tool

Program Year (PY) July 1, 2024 to June 30, 2025

Eligible Training Provider/Service Provider: **Moberly Area Community College (MACC)**

Prepared by: **Jeanie Griffin**

Date: **Onsite - 12-17-2024**

Assurances 29 CFR 38.25 - 27	Yes	No
Is there a current signed contract between the school and the state on file?	X - ETPL	
Does the organization have a Reasonable Accommodation/Modification policy?	X-ADA handbook(s)	
Does the organization have a Harassment policy?	X-Title IX only	
Does the organization have an Equal Opportunity policy?	X	
Comments: The District has done an excellent job addressing EO non-discrimination, ADA accomodations and Harassment policies in their catelog, student/faculty handbooks and Acess and ADA handbook. All documents are on the Districts website. Corrective Action:- All handbooks need to be updated to ensure that policies include all of the protected classes under EO and not just those required for Title IX compliance. See Section 29 CFR 38.25 for additional Assurance language that needs to be included in the handbook(s).		
Designated an individual to work with the Local EO Officer 29 CFR 38.33	Yes	No
Did the organization provide a contact person designated to work with the Local EO Officer?	X	
Provide contact information: Ann Parks, Staffing Analysis; DyJon Dixon, Program Analysis; Tasha McKim, Kirksville Campus On-site Review	X	
Comments/Corrective Action: None		
Notices and Communications 29 CFR 38.34-39	Yes	No
Is the EO Notice Poster available online or in student and employee handbook?	X	X
Is the EO tagline available on websites, brochures, flyers, or other notices about programs?	X	X
Is the EO Notice provided to employees?	X	
Comments: EO posters were displayed in the business office at the Kirksville campus where the on-site review was conducted. The website contains the EO tag line and all handbooks contain policies and EO non-discrimination information. Corrective Action: The EO posters at the Kirksville campus need to be displayed in more than one area for students to have better access to. The MACC Catelog link for MDHE to file a complaint, is not the correct link. Please update where needed.		
Monitoring Requirements for WIOA Recipients 29 CFR 38.51-54	Yes	No
Employment Data Analysis Submitted October 30th?		X
Employment Data Analysis met all requirements?	X	
Comments: MACC did not have their staffing analysis done by 10/31/24 due to a delay in making contact with the right individual on campus. The WDB granted an extenstion. Report was received on 1/30/2025.		
Program Data Analysis Submitted June 30th?		
Program Data Analysis met all requirements?		
Comments:		
Affirmative Outreach 29 CFR 38.40	Yes	No
Did the organization include an affirmative outreach plan in their analysis report (program/employment/staffing analysis)?	X	
Did the organization display how programs are advertised to different demographic groups? (i.e. languages, age, sex, races)	X	

Comments: Recipients must take appropriate steps to ensure that they are providing equal access to WIOA Title I financially assisted programs and activities. Providing equal access should involve reasonable efforts to include members of the various groups protected by these regulations including but not limited to persons of different sexes, various racial and ethnic/ national origin groups, various religions, individuals with limited english proficiency, individuals with disabilities and individuals with different age groups.

Please continue to post job openings via the Districts website to aid in making sure openings are available to all.

Data and Information Collection Maintenance 29 CFR 38.41-45	Yes	No
Does the organization have any administrative actions or lawsuits?		X
Complaint log submitted October 5th?	X	
Complaint log submitted January 5th?	X	
Complaint log submitted April 5th?		
Complaint log submitted July 5th?		

Comments: None

Complaint Procedures 29 CFR 38.72-73	Yes	No
Is the WIOA complaint procedure implemented into the organization?	X	X

Comments: The District has implemented the WIOA Complaint procedures by having the EO posters displayed to include information on how to file a complaint. Handbooks include processes for filing complaints as well.

Corrective Action: The EO posters and language needs to be available on the website and on applications for staff and students to sign off on attesting receipt of EO rights and procedures to file a complaint.

Corrective Action and Sanctions 29 CFR 38.54(c)(2)(vii)	Yes	No
Have any corrective actions been identified?	X	
Did the organization provide a plan to address the corrective action?	in progress	
Have the corrective actions identified been implemented into the organization?	in progress	

Comments: See corrective action items listed above and work to implement recommendations by June 30, 2025.

Eligible Training Providers (ETPS)/Service Provider Monitoring Tool

Program Year (PY) July 1, 2024 to June 30, 2025

Eligible Training Provider/Service Provider: **North Central Missouri College**

Prepared by: **Jeanie Griffin**

Date: On-Site: 5-27-2025

Assurances 29 CFR 38.25 - 27	Yes	No
Is there a current signed contract between the school and the state on file?	x-ETPL	
Does the organization have a Reasonable Accommodation/Modification policy?	X-accessibility handbook	
Does the organization have a Harassment policy?	x-Title IX	
Does the organization have an Equal Opportunity policy?	X-website/board manual	
Comment: NCMC's website, Board Policy Manual and Student Accessibility Services Handbook does an excellent job to address equal opportunity, non-discrimination, harassment and ADA accommodations. See Section 29 CFR 38.25 for additional Assurance language for grant recipients of WIOA financial assistance.		
Designated an individual to work with the Local EO Officer 29 CFR 38.33	Yes	No
Did the organization provide a contact person designated to work with the Local EO Officer?	X	
Provide contact information: Dr. Kristen Alley, Dr. Tristan Londre, Kristi Harris	X	
Comments/Corrective Action: None		
Notices and Communications 29 CFR 38.34-39	Yes	No
Is the EO Notice Poster available online or in student and employee handbook?	x-Title IX	X
Is the EO tagline available on websites, brochures, flyers, or other notices about programs?	X	
Is the EO Notice provided to employees?	X-employment application	
Comments: The EO posters in both English and Spanish are prominently displayed throughout the campus in the Frey Admin Building, Geyer Hall, Cross Hall and KCC for staff and/or students to have easy access. Employment applications have the EO non-discrimination statement, but does not include the EO tagline.		
Corrective Action: Two samples were provided for review; the "Family Guide" did not have the EO tagline present, the "Welcome Aboard" document did have an EO non-discrimination statement, but was missing some of the required information. Please ensure all marketing, outreach materials (to include student and staff handbooks) promoting services to the public include the following EO Tagline: "xxx is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial 711".		
Monitoring Requirements for WIOA Recipients 29 CFR 38.51-54	Yes	No
Employment Data Analysis Submitted October 30th?	X	
Employment Data Analysis met all requirements?	X	
Comments: Staffing Analysis for NCMC was submitted in conjunction with the WDB's report as NCMC is the grant recipient for the Workforce programs for the North region. Administrative staff at NCMC assisted with the collection of information for compiling the report.		
Recommendation: NCMC should work to develop a mechanism to track specific demographic groups on applications for employment to aid in future EO compliance reporting.		
Program Data Analysis Submitted June 30th?		
Program Data Analysis met all requirements?		
Comments: None		
Affirmative Outreach 29 CFR 38.40	Yes	No
Did the organization include an affirmative outreach plan in their analysis report (program/employment/staffing analysis)?	X	
Did the organization display how programs are advertised to different demographic groups? (i.e. languages, age, sex, races)	X-website	

Comments: Recipients must take appropriate steps to ensure that they are providing equal access to WIOA Title I financially assisted programs and activities. Providing equal access should involve reasonable efforts to include members of the various groups protected by these regulations including but not limited to persons of different sexes, various racial and ethnic/national origin groups, various religions, individuals with limited english proficiency, individuals with disabilities and individuals with different age groups.

Please continue to post job openings via the website to aid in making sure openings are available to all.

Data and Information Collection Maintenance 29 CFR 38.41-45	Yes	No
Does the organization have any administrative actions or lawsuits?		X
Complaint log submitted October 5th?	X	
Complaint log submitted January 5th?	X	
Complaint log submitted April 5th?	X	
Complaint log submitted July 5th?		

Comments/Corrective Action: None

Complaint Procedures 29 CFR 38.72-73	Yes	No
Is the WIOA complaint procedure implemented into the organization?	X	

Comments: NCMC has implemented the WIOA Complaint procedures by prominently displaying the EO posters throughout the various buildings on the Trenton, Barton and Savannah campus.

Corrective Action and Sanctions 29 CFR 38.54(c)(2)(vii)	Yes	No
Have any corrective actions been identified?	X	
Did the organization provide a plan to address the corrective action?	in progress	
Have the corrective actions identified been implemented into the organization?	in progress	

Comments: See corrective action items listed above and work to implement recommendations by June 30, 2025.

Eligible Training Providers (ETPS)/Service Provider Monitoring Tool

Program Year (PY) July 1, 2024 to June 30, 2025

Eligible Training Provider/Service Provider:

Pike-Lincoln Technical Center

Prepared by:

Jeanie Griffin

Date:

On-site Visit 3-25-2025

Assurances 29 CFR 38.25 - 27	Yes	No
Is there a current signed contract between the school and the state on file?	X-ETPL	
Does the organization have a Reasonable Accommodation/Modification policy?	X-handbook	
Does the organization have a Harassment policy?	X-SD Policy	
Does the organization have an Equal Opportunity policy?	X-handbook	
Comments: The PLT Center and SD have policies in their student handbook or Board of Education Policy AC on Equal Opportunity/non-discrimination, Harrassment and ADA reasonable accomodations. Corrective Action: The Student Handbooks needs updated to reflect correct EO language. See Section 29 CFR 38.25 for additional Assurance language that needs to be included in district handbooks/policies.		
Designated an individual to work with the Local EO Officer 29 CFR 38.33	Yes	No
Did the organization provide a contact person designated to work with the Local EO Officer?	X	
Provide contact information: Michelle Noah, Adult/Ed & Bobby Spoonster, Director	X	
Comments/Concerns: None		
Notices and Communications 29 CFR 38.34-39	Yes	No
Is the EO Notice Poster available online or in student and employee handbook?		X
Is the EO tagline available on websites, brochures, flyers, or other notices about programs?		X
Is the EO Notice provided to employees?		X
Comment: PLT did not have any brochures available for review during our on-site review. Corrective Action: PLT needs to have the EO is the Law poster on their website. In additon, the website as well as any communication to include print materials, outreach information and electronic communications needs to have the following EO tagline visible. "xxx is an equal opportunity employer/program. Auxilliary aids and serices are available upon request to individulals with disabilities. Missouri TTY users can dial 711".		
Monitoring Requirements for WIOA Recipients 29 CFR 38.51-54	Yes	No
Employment Data Analysis Submitted October 30th?		X
Employment Data Analysis met all requirements?	X	
Comments: Employment Data Analysis report was submitted until 2/26/2025 due to not having the right contact person initially. The WDB granted an extension with a goal to have completed by the end of February. PLT does not track nor have a system in place to track all the required demographic fields, therefore this information was not included in the staffing analysis report. Recommendation: Please work to develop a mechanism to track specific demographic groups for fututre reporting, as well as provide PTL's organization chart and information on PLT's workforce region to include civilian labor force data.		
Program Data Analysis Submitted June 30th?		
Program Data Analysis met all requirements?		
Comments:		
Affirmative Outreach 29 CFR 38.40	Yes	No
Did the organization include an affirmative outreach plan in their analysis report (program/employment/staffing analysis)?		X
Did the organization display how programs are advertised to different demographic groups? (i.e. languages, age, sex, races)	X-website/social media	

Comments: Recipients must take appropriate steps to ensure that they are providing equal access to WIOA Title I financially assisted programs and activities. Providing equal access should involve reasonable efforts to include members of the various groups protected by these regulations including but not limited to persons of different sexes, various racial and ethnic/national origin groups, various religions, individuals with limited english proficiency, individuals with disabilities and individuals with different age groups.

Corrective Action: Please continue to ensure job openings are posted on the Districts website and social media to ensure that opening are available to all.

Data and Information Collection Maintenance 29 CFR 38.41-45	Yes	No
Does the organization have any administrative actions or lawsuits?		X
Complaint log submitted October 5th?		X-N/A
Complaint log submitted January 5th?	X	
Complaint log submitted April 5th?	X	
Complaint log submitted July 5th?		

Comments: The WDB did not have the correct contact for the October 5th Complaint Log reporting Period.

Complaint Procedures 29 CFR 38.72-73	Yes	No
Is the WIOA complaint procedure implemented into the organization?	X	

Comments: PLT has implemented the WIOA Complaint procedures by prominently displaying the EO posters throughout the campus.

Corrective Action: The EO poster language also needs to be incorporated into the District's website, staff and student handbooks as well as employment applications for staff and students to sign off on attesting receipt of notification.

Corrective Action and Sanctions 29 CFR 38.54(c)(2)(vii)	Yes	No
Have any corrective actions been identified?	X	
Did the organization provide a plan to address the corrective action?	in progress	
Have the corrective actions identified been implemented into the organization?	in progress	

Comments: See corrective action items listed above and work to implement recommendations by June 30, 2025

Eligible Training Providers (ETPS)/Service Provider Monitoring Tool

Program Year (PY) July 1, 2024 to June 30, 2025

Eligible Training Provider/Service Provider: **St. Joseph Beauty University**

Prepared by: **Jeanie Griffin**

Date: **11-19-2024 (on-site)**

Assurances 29 CFR 38.25 - 27	Yes	No
Is there a current signed contract between the school and the state on file?	X - ETPL	
Does the organization have a Reasonable Accommodation/Modification policy?		X
Does the organization have a Harassment policy?		X
Does the organization have an Equal Opportunity policy?		X
Corrective Action:- St. Joe Beauty does not have an employee or student handbook to include policies on EO, ADA accommodations or Harassment. Policies and/or handbooks need to be developed to address these requirements. See Section 29 CFR 38.25 for additional Assurance language that needs to be included in the handbook(s) as well as the examples provided by the local EO Officer.		
Designated an individual to work with the Local EO Officer 29 CFR 38.33	Yes	No
Did the organization provide a contact person designated to work with the Local EO Officer?	X	
Provide contact information: Jeanne Moran, Campus Director	X	
Comments/Corrective Action: None		
Notices and Communications 29 CFR 38.34-39	Yes	No
Is the EO Notice Poster available online or in student and employee handbook?		X
Is the EO tagline available on websites, brochures, flyers, or other notices about programs?		X
Is the EO Notice provided to employees?		X
Comments: The website does include a Non-Discrimination Policy. Corrective Action: The EO posters provided to the Campus Director needs to be displayed in prominent areas that both students and staff have easy access to. The EO Posters, Complaint Form and EO tagline " xxx is an equal opportunity employer/program. Auxiliary aids and services are available uon request to individuals with disabilities. Missouri TTY users can dial 711 " needs to be displayed on the website as well as in any brochures, flyers or handbooks that promote program services and outreach to the public.		
Monitoring Requirements for WIOA Recipients 29 CFR 38.51-54	Yes	No
Employment Data Analysis Submitted October 30th?	X	
Employment Data Analysis met all requirements?	X	
Comments: The Unversity met the requirement to complete the staffing analysis. However, due to the size of the operation and limited resources, very little data was available for the report. Recommendation: The University needs to add a section on their employment/training applications that allows the option to provide such demographic information for future EO reporting. The local EO Officer provided an sample application.		
Program Data Analysis Submitted June 30th?		
Program Data Analysis met all requirements?		
Comments:		
Affirmative Outreach 29 CFR 38.40	Yes	No
Did the organization include an affirmative outreach plan in their analysis report (program/employment/staffing analysis)?		X
Did the organization display how programs are advertised to different demographic groups? (i.e. languages, age, sex, races)		X

Comments: Recipients must take appropriate steps to ensure that they are providing equal access to WIOA Title I financially assisted programs and activities. Providing equal access should involve reasonable efforts to include members of the various groups protected by these regulations including but not limited to persons of different sexes, various racial and ethnic/ national origin groups, various religions, individuals with limited english proficiency, individuals with disabilities and individuals with different age groups.

Corrective Action:

SJBU needs to ensure that all outreach and recruitment efforts for both students and staff are made available on their website and social media platforms to aid in making sure employment and training opportunities are available to all.

Data and Information Collection Maintenance 29 CFR 38.41-45	Yes	No
Does the organization have any administrative actions or lawsuits?		X
Complaint log submitted October 5th?	X	
Complaint log submitted January 5th?	X	
Complaint log submitted April 5th?		
Complaint log submitted July 5th?		

Comments: None

Complaint Procedures 29 CFR 38.72-73	Yes	No
Is the WIOA complaint procedure implemented into the organization?		X

Corrective Action: The University needs to ensure that the EO posters and language are available on the website, prominently displayed throughout the campus. Applications for staff and students need to include the EO non-discrimination statement and signature line attesting receipt of EO rights and procedures to file a complaint.

Corrective Action and Sanctions 29 CFR 38.54(c)(2)(vii)	Yes	No
Have any corrective actions been identified?	X	
Did the organization provide a plan to address the corrective action?		
Have the corrective actions identified been implemented into the organization?	in progress	

Comments: See corrective action items listed above and work to implement recommendations by June 30, 2025.

Eligible Training Providers (ETPS)/Service Provider Monitoring Tool

Program Year (PY) July 1, 2024 to June 30, 2025

Eligible Training Provider/Service Provider: **St. Charles School District**

Prepared by: **Jeanie Griffin**

Date: **On-site Visit: 4-22, 2025 (Cindy Fulton)**

Assurances 29 CFR 38.25 - 27	Yes	No
Is there a current signed contract between the school and the state on file?	X-ETPL	
Does the organization have a Reasonable Accommodation/Modification policy?		X
Does the organization have a Harassment policy?		X
Does the organization have an Equal Opportunity policy?	X-Website	
Comments: The SCSD has a non-discrimination statement on their website, but does not include all the protected classes and noted in 29 CFR 38.35 (EO is the Law posters). Corrective Action: The SCSD does not have policies to address ADA reasonable accommodations and harassment for students and staff. Please see that any student/staff handbooks are updated to include these policies. See Section 29 CFR 38.25 for additional Assurance language that should be included in district handbooks/policies.		
Designated an individual to work with the Local EO Officer 29 CFR 38.33	Yes	No
Did the organization provide a contact person designated to work with the Local EO Officer?	X	
Provide contact information: Stephanie Collins, Rodney Lewis	X	
Comments/Concerns: None		
Notices and Communications 29 CFR 38.34-39	Yes	No
Is the EO Notice Poster available online or in student and employee handbook?		X
Is the EO tagline available on websites, brochures, flyers, or other notices about programs?	X	X
Is the EO Notice provided to employees?		X
Comment: The brochures sampled on-site contained the EO tagline, however the website does not. Corrective Action: SCSD needs to have the EO is the Law poster available on their website. In addition, the website (to include any outreach information and electronic communications to the public) needs to have the following EO tagline visible. "xxx is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial 711". The bottom of each of the landing pages would be recommended.		
Monitoring Requirements for WIOA Recipients 29 CFR 38.51-54	Yes	No
Employment Data Analysis Submitted October 30th?	X	
Employment Data Analysis met all requirements?	X	
Comment: SCSD submitted their Employment Data Analysis on 10/24/2024. Thank you for your prompt attention. Recommendation: Please work to develop a mechanism to track specific demographic groups for those not available for future EO reporting.		
Program Data Analysis Submitted June 30th?		
Program Data Analysis met all requirements?		
Comments:		
Affirmative Outreach 29 CFR 38.40	Yes	No
Did the organization include an affirmative outreach plan in their analysis report (program/employment/staffing analysis)?	X	
Did the organization display how programs are advertised to different demographic groups? (i.e. languages, age, sex, races)	X-website/social media	

Comments: Recipients must take appropriate steps to ensure that they are providing equal access to WIOA Title I financially assisted programs and activities. Providing equal access should involve reasonable efforts to include members of the various groups protected by these regulations including but not limited to persons of different sexes, various racial and ethnic/national origin groups, various religions, individuals with limited english proficiency, individuals with disabilities and individuals with different age groups.

Please continue to ensure job openings are posted on the Districts website and social media to ensure that opening are available to all.

Data and Information Collection Maintenance 29 CFR 38.41-45	Yes	No
Does the organization have any administrative actions or lawsuits?		X
Complaint log submitted October 5th?	X	
Complaint log submitted January 5th?	X	
Complaint log submitted April 5th?	X	
Complaint log submitted July 5th?		

Comments: None

Complaint Procedures 29 CFR 38.72-73	Yes	No
Is the WIOA complaint procedure implemented into the organization?	X	

Comments: SCSD has implemented the WIOA Complaint procedures by prominently displaying the EO posters throughout the campus.

Corrective Action: The EO poster language also needs to be incorporated into the District's website, staff and student handbooks as well as employment applications for staff and students to sign off on attesting receipt of notification.

Corrective Action and Sanctions 29 CFR 38.54(c)(2)(vii)	Yes	No
Have any corrective actions been identified?	X	
Did the organization provide a plan to address the corrective action?	in progress	
Have the corrective actions identified been implemented into the organization?	in progress	

Comments: See corrective action items listed above and work to implement recommendations by June 30, 2025



WIOA Section 188 Equal Opportunity and Nondiscrimination Small Recipient Monitoring/Assessment Tool

Date: 7/31/24 Name of Organization: RS Anderson Construction Local Board: WDB of North Missouri Staff Name: Cathy Scott

Section 1: Assurance	
1. Is there a signed contract agreement between the Local Board and the WIOA Recipient (OJT/Work Experience Employer/Special Project)?	☒ Yes ☐ No
2. Is technical assistance needed?	☐ Yes ☒ No
Comments:	
Section 2: EO Officer	
3. Who has been designated to implement WIOA complaint procedures under WIOA within the organization?	<u>Ronald (Sam) Anderson</u>
4. Is technical assistance needed?	☐ Yes ☒ No
Comments:	
Section 3: Notice and Communication	
5. Is the "EO the Law notice/poster" posted in the building where the participant is participating in a training activity?	☒ Yes ☐ No
6. Is technical assistance needed?	☐ Yes ☒ No
Comments:	

Small Recipient Definition: *Small recipient* means a recipient who: (1) Serves a total of fewer than 15 beneficiaries during the entire grant year; and (2) Employs fewer than 15 employees on any given day during the grant year.

Small recipient Equal Opportunity Officer obligations. Although small recipients, as defined in § 38.4(hhh), do not need to designate EO Officers who have the full range of responsibilities listed in § 38.31, they must designate an individual who will be responsible for adopting and publishing complaint procedures, and processing complaints, as explained in §§ 38.72 through 38.75.