



Illinois
Department of Commerce
& Economic Opportunity
OFFICE OF EMPLOYMENT & TRAINING
JB Pritzker, Governor

WIOA NOTICE NO. 25-NOT-01

TO: Chief Elected Officials
Local Workforce Innovation Board Chairpersons
Local Workforce Innovation Board Staff
WIOA Fiscal Agents and Grant Recipients
WIOA Program Services Administrators
Illinois workNet® Operators
WIOA State Agency Partners
Other Interested Persons

SUBJECT: Written Notice of Participant Rights and Protections

DATE: September 5, 2025

I. SUBJECT INDEX

Fiscal Reporting and Accountability
Planning

II. PURPOSE

To provide information to all Local Workforce Innovation Boards (LWIBs) regarding a new condition to the Program Year 2025 WIOA grants.

III. ISSUANCES AFFECTED

A. References:

Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, as amended
Full-Year Continuing Appropriations and Extensions Act, 2025, Public Law 119-4
USDOL Training and Employment Guidance Letter (TEGL) 11-24, Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth Activities Program Allotments for Program Year (PY) 2025; PY 2025 Allotments for the Wagner-Peyser Act Employment Service (ES) Program; and PY 2025 Allotments of Workforce Information Grants to States and Outlying Areas (May 20, 2025)

WIOA Notice No. 24-NOT-04, Change 1, Workforce Innovation and Opportunity Act
(WIOA) Title I Adult, Dislocated Worker, and Youth Activities Program
Allocations for Program Year 2025 (PY 2025) (June 6, 2025)

B. Rescissions:

None

IV. BACKGROUND

The U.S. Department of Labor (USDOL) has issued a new grant requirement associated with 29 CFR 2.30 – 2.41 (“Partnerships with Faith-Based and Neighborhood Organizations”) that applies to all programs supported by direct or indirect federal financial assistance, including the Program Year 2025 WIOA, Trade, Rapid Response, and Apprenticeship Illinois grants. Under this new condition of the federal funding, all program participants and prospective participants must be provided written notice of their rights and protections before enrollment or receipt of services as outlined in part 37.19 of the WIOA Formula Award.

37.19 Equal Participation of Faith-Based Organizations and Written Notice of Beneficiary Protections. USDOL, with eight other agencies, issued the final rule, Partnerships with Faith-Based and Neighborhood Organizations, on March 4, 2024. See 29 CFR 2.30 – 2.41.

- (a) Under this final rule, a faith-based organization that participates in this award program retains its independence from federal, State and local governments and may continue to carry out its mission consistent with religious freedom and conscience protections in federal law.*
- (b) A faith-based organization may not use direct Federal Financial Assistance, whether received through an award or subaward, to support or engage in any explicitly religious activities. An organization receiving Federal Financial Assistance also must not, in providing services funded by USDOL, or in conducting outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.*
- (c) Notice to beneficiaries of programs supported by direct Federal Financial Assistance. Any organization providing services to beneficiaries under programs supported by direct Federal Financial Assistance from USDOL, and any entity responsible for disbursing federal funds as part of a program of indirect Federal Financial Assistance administered by USDOL, must give the written notice shown below to beneficiaries and prospective beneficiaries:*

Name of Organization:

Name of Program:

Type of Federal Financial Assistance: Direct

Contact Information for Program Staff: (name, phone number, and email address, if appropriate)

Because this program is supported in whole or in part by financial assistance from the federal government, we are required to let you know that:

- (1) We may not discriminate against you on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice;*
- (2) We may not require you to attend or participate in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) that are offered by our organization, and any participation by you in such activities must be purely voluntary;*
- (3) We must separate in time or location any privately funded explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) from activities supported with direct Federal Financial Assistance;*
- (4) You may report violations of these protections, including any denials of services or benefits by an organization, by contacting or filing a written complaint with the U.S. Department of Labor's Civil Rights Center, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210, or by email to CRCEXternalComplaints@dol.gov; and*
- (5) If you would like to seek information about whether there are any other federally funded organizations that provide these kinds of services in your area, please call toll-free 1-877-US2-JOBS (1-877-872-5627) or TTY 1-877-889-5627.*

This written notice must be given to you before you enroll in the program or receive services from the program, unless the nature of the service provided or exigent circumstances make it impracticable to provide such notice before we provide the actual services. In such an instance, this notice must be given to you at the earliest available opportunity.

V. ACTION REQUIRED

The *Written Notice of Beneficiary Protections* will not be programmed into the current IWDS case management system. Local program administrators must immediately update enrollment policies and procedures to incorporate this condition of the federal workforce award.

Attached is a Notice to Beneficiaries of Programs Supported by Direct Federal Financial Assistance template that local programs may use.

DCEO is in the process of transitioning the IWDS case management system. It is anticipated that this new requirement will be automated as part of the enrollment process in the IWDS 2.0 case management system, starting with Program Year 2026.

The DCEO monitors will review compliance with this requirement as part of the annual monitoring review.

VI. INQUIRIES

Inquiries related to grant management should be directed to OET, Josh Koons, at joshua.koons2@illinois.gov. Inquiries pertaining to fiscal concerns should be directed to OET, John Barr, (312) 805-9505 or john.w.barr@illinois.gov.

VII. EFFECTIVE DATE

This notice is effective upon release.

VIII. EXPIRATION DATE

This notice will remain in effect until June 30, 2027.

Sincerely,

A handwritten signature in black ink, appearing to read "Julio Rodriguez", with a stylized flourish at the end.

Julio Rodriguez, Deputy Director
Office of Employment and Training

Attachment: Notice to Beneficiaries of Programs Supported by Direct Federal Financial Assistance

JR:ld