

**Western Virginia Workforce Development Board
Workforce Center & Services Committee**

January 28, 2021 at 9:00am

Zoom Meeting:

<https://zoom.us/j/93889611802?pwd=YUFpdGRhYU1QN21la09PUDdoUHFQQT09>

I.	Call to Order	Crystal Hall
II.	Review of Electronic Meeting Process	Leah Gibson
III.	Public Comment	
IV.	Meeting Minutes Approval – August 11, 2020	Crystal Hall
V.	Old Business <ul style="list-style-type: none">• GO Virginia Grant(s) Update• WIOA Title I Youth Program Update• Economic Equity Grant Update• Submitted Grant Funding Applications	Leah Gibson
VI.	WIOA Title I Adult & Dislocated Worker Program Operations	Michelle Brennan
VII.	New Business <ul style="list-style-type: none">• Wagner-Peyser Program Services• VCW Roanoke Center Operations	Morgan Romeo
VIII.	Policy Updates <ul style="list-style-type: none">• Limited English Proficiency Policy	Leah Gibson
IX.	Upcoming Meetings <ul style="list-style-type: none">• Next Program Oversight Meeting March 25, 2021 9:00am Location TBD• Next WVVDB Meeting February 19, 2021 8:30am Location TBD	
X.	Adjournment	



BLUE RIDGE REGION

Review of Electronic Meeting Procedures

Pursuant to the City of Roanoke Emergency Ordinance and the 2020 Virginia General Assembly legislation H29 enacted April 24, 2020, all meetings of the Western Virginia Workforce Development Board, CLEO Consortium and all associated committees will be held virtually. Under the current State of Emergency, and until further notice, it has been deemed unsafe to assemble a quorum of a public body in one place.

Specific language

"g. Notwithstanding any other provision of law, any public body, including any state, local, regional, or regulatory body, or a governing board as defined in § 54.1-2345 of the Code of Virginia may meet by electronic communication means without a quorum of the public body or any member of the governing board physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17, provided that (i) the nature of the declared emergency makes it impracticable or unsafe for the public body or governing board to assemble in a single location; (ii) the purpose of meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body or common interest community association as defined in § 54.1-2345 of the Code of Virginia and the discharge of its lawful purposes, duties, and responsibilities; (iii) a public body shall make available a recording or transcript of the meeting on its website in accordance with the timeframes established in §§ 2.2-3707 and 2.2-3707.1 of the Code of Virginia; and (iv) the governing board shall distribute minutes of a meeting held pursuant to this subdivision to common interest community association members by the same method used to provide notice of the meeting."



**Western Virginia Workforce Development Board
Workforce Center & Services Committee**

August 11, 2020, 2:00pm

<https://vccs.zoom.us/j/91227779920?pwd=U0o0VHRrNk5yVVFCTVJ1OWILQUJKUT09>

Members	Present
Crystal Hall, Chair	X
Jo Nelson	X
Angela Williams	
Joe Brinley	X
Kathy Hodges	X
Milan Hayward	X
Angela Oginz, for Steve Martin	X
Mary Ann Gilmer	X
Joyce Kessinger	
Karen Michalski	X
Abby Hamilton	X

WWDB Staff	Present
Morgan Romeo	X
Leah Gibson	X
Mark Holman	X
Brad Stephens	X
Michelle Brennan	X

Welcome

Crystal Hall called the meeting to order at 2:07pm. A quorum was present.

Review of Electronic Meeting Process

Leah Gibson reviewed the electronic meeting process with all in attendance.

Public Comment

There were no guests present for public comment.

Meeting Minutes Approval – November 6, 2019

Crystal Hall asked the group to review the minutes in the packet. Karen Michalski requested to be added to the minutes.

Workforce Center & Services Committee Action: A motion was made by Joe Brinley to approve the minutes as presented. Mary Ann Gilmer seconded the motion. The motion was carried by a roll call vote:

Members	Present
Crystal Hall, Chair	Abstain

Jo Nelson	Yes
Joe Brinley	Yes
Kathy Hodges	Yes
Milan Hayward	Yes
Angela Oginz, for Steve Martin	Yes
Mary Ann Gilmer	Yes
Karen Michalski	Abstain
Abby Hamilton	Yes

Old Business

GO Virginia Grant Updates

Leah Gibson shared with the group that the Talent Collaborative grant with Lynchburg is currently being reviewed by the GO Virginia Board for an extension through December 31. The CTE review grant is wrapping up, as we expect to have a final report for the next Board meeting.

Pathways to the American Dream Grant Update

Leah Gibson shared that most participants in this grant had completed their training, except for 1 student who is still finishing clinicals that were delayed due to COVID-19. Otherwise, all participants were successfully exited from the program.

WIOA Title I Youth Program Update

Leah Gibson shared that The WorkPlace, the contractor operating the elements & services of the Youth program were unsuccessful in spending their budgeted funds last year. As a result, the Board will have to return Youth funds to the Virginia Community College System. Board staff have had conversations with The WorkPlace and will continue to monitor this moving forward.

Economic Equity Grant Update

Leah Gibson shared that this grant is now getting started, with funds received from the Virginia Community College System. The Board staff attempted to get a cohort going for this grant over the summer with manufacturing training but were unsuccessful due to COVID-19 impacts.

WIOA Title I Adult & Dislocated Worker Program Operations

Michelle Brennan shared with the group that the new Board staff operating these programs came on board July 1, with a team of diverse individuals. A focus of Michelle's will be to be responsive and make our partners feel confident about referring participants. Kathy Hodges requested an updated staff listing, Michelle confirmed she will share with the Committee. Mary Ann Gilmer asked about types of training being requested, Michelle confirmed the trends of seeing Healthcare, IT and Transportation are continuing. Abby Hamilton shared that there is a great need for childcare employees in the region. Morgan Romeo provided an update on regional efforts that Board staff have been working with Roanoke City and Roanoke County to fill this gap.

New Business

Wagner-Peyser Program Services

Morgan Romeo shared that this funding is now being utilized by Board staff to provide additional services to our customers. This funding was given to the local Workforce Boards via the Virginia Employment Commission temporarily to allow VEC staff to dedicate more time and effort to unemployment claims through the pandemic. Recently, a job fair was held with 20 employers and 204 job seekers in attendance with this funding. Staff have also reviewed over 500 job orders to date with these funds, matching job seekers with employment opportunities.

VCW Roanoke Center Re-Opening

Morgan Romeo shared that the VEC had agreed to re-open the Roanoke Center with limited customer access. The customers will be capped at 50 per day to speak with VEC staff. There will also be the option for customers to come in and utilize the Resource Room to search for jobs and file unemployment claims. Kathy Hodges shared that no VEC staff had been present at the Franklin Center since March due to the pandemic.

One Stop Operator Update

Morgan Romeo shared that The WorkPlace, who holds the One Stop Operator contract for our region, expects to have a new hire to replace Michelle Brennan by the middle of August.

Policy Updates

Leah Gibson reviewed the enclosed policy updates with the group. The Supportive Services policy now includes a cap at \$2,000 per person per year. She shared this cap was necessary due to Trade Act recipients maxing out on transportation services through WIOA Title I. The ITA policy was revised to add language that WIOA Title I is the payor of last resort, per federal policy. The Eligibility policy was revised to add language to ensure all efforts to co-enroll participants is made, internally & externally. The File and Information Maintenance Policy was revised to ensure only those who need information for work duties have access to it.

Workforce Center & Services Committee Action: A motion was made by Mary Ann Gilmer to approve the policies as presented. Jo Nelson seconded the motion. The motion was carried by a roll call vote:

Members	Present
Crystal Hall, Chair	Yes
Jo Nelson	Yes
Joe Brinley	Yes
Kathy Hodges	Yes
Milan Hayward	Yes
Angela Oginz, for Steve Martin	Yes
Mary Ann Gilmer	Yes
Karen Michalski	Yes
Abby Hamilton	Yes

Adjournment

Crystal Hall adjourned the meeting at 2:50pm.

Workforce Innovation and Opportunity Act (WIOA)
Title I Adult and Dislocated Worker Programs
Performance Report - December 2020

Adult Program

Participants by Month		
Month	New	Total YTD
July	1	1
August	15	16
September	10	26
October	16	42
November	20	62
December	25	87
January		
February		
March		
April		
May		
June		

Carryover Participants	38
New Enrollment Goal	185
Total Participant Goal	223

% Toward Goal	56%
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**end of December should be 50%*

Dislocated Worker Program

Participants by Month		
Month	New	Total YTD
July	1	1
August	2	3
September	4	7
October	5	12
November	5	17
December	4	21
January		
February		
March		
April		
May		
June		

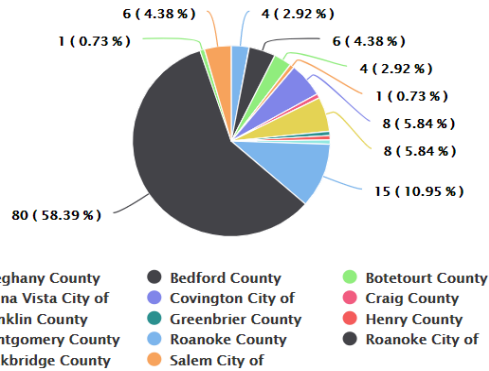
Carryover Participants	58
New Enrollment Goal	65
Total Participant Goal	123

% Toward Goal	64%
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**end of December should be 50%*

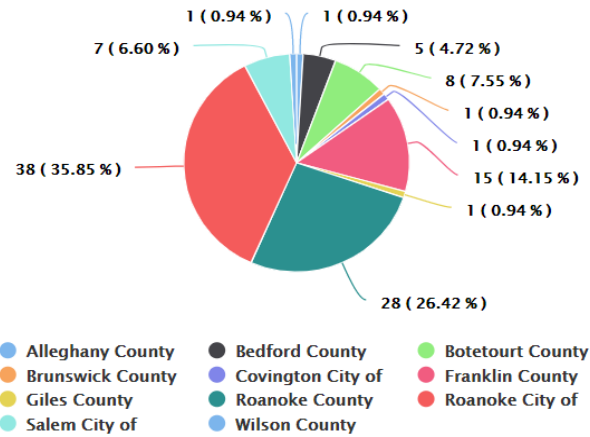
Participants by Locality

Enrolled Individuals – By County/Parish



Participants by Locality

Enrolled Individuals – By County/Parish



Adult Program

Training Participation	
Healthcare	22
Manufacturing	2
Information Technology	2
Financial Services	0
Construction	0
Transportation	11
Education	0

Post-Secondary	33
OJT Placements	3
Work Experiences	1

Dislocated Worker Program

Training Participation	
Healthcare	2
Manufacturing	3
Information Technology	0
Financial Services	0
Construction	2
Transportation	5
Education	0

Post-Secondary	11
OJT Placements	1
Work Experiences	0

Adult Program Expenditures			
Line Item	Actual	Budget	% of Budget
Occupational Skills Training	\$ 27,496.17	\$ 105,000.00	26%
On-the-Job Training	\$ 11,222.50	\$ 25,000.00	45%
Work Experience	\$ 355.00	\$ 25,000.00	1%
Customized Training	\$ -	\$ 15,000.00	0%
Contract Training	\$ -	\$ -	--
Transitional Jobs	\$ -	\$ -	--
Registered Apprenticeship	\$ -	\$ 10,000.00	0%
Incumbent Worker Training	\$ -	\$ 25,000.00	0%
Pre-Vocational Services	\$ -	\$ 10,000.00	0%
Supportive Services	\$ 2,604.44	\$ 30,000.00	9%
Certification & Credentialing	\$ 100.00	\$ 5,000.00	2%
Other Services	\$ -	\$ -	--
Total	\$ 41,778.11	\$ 250,000.00	17%

**end of December should be 50%*

Dislocated Worker Expenditures			
Line Item	Actual	Budget	% of Budget
Occupational Skills Training	\$ 8,000.00	\$ 85,000.00	9%
On-the-Job Training	\$ -	\$ 100,000.00	0%
Work Experience	\$ -	\$ 10,000.00	0%
Customized Training	\$ -	\$ -	--
Contract Training	\$ -	\$ -	--
Transitional Jobs	\$ -	\$ -	--
Registered Apprenticeship	\$ -	\$ 10,000.00	0%
Incumbent Worker Training	\$ 1,295.00	\$ 25,000.00	5%
Pre-Vocational Services	\$ -	\$ 10,000.00	0%
Supportive Services	\$ 13,704.60	\$ 5,000.00	274%
Certification & Credentialing	\$ -	\$ 5,000.00	0%
Other Services	\$ -	\$ -	--
Total	\$ 22,999.60	\$ 250,000.00	9%

**end of December should be 50%*

Adult Program Obligations				
Line Item	Actual	Obligations	Budget	% of Budget
Occupational Skills Training	\$ 27,496.17	\$ 78,923.45	\$ 105,000.00	75%
On-the-Job Training	\$ 11,222.50	\$ 19,581.50	\$ 25,000.00	78%
Work Experience	\$ 355.00	\$ 355.00	\$ 25,000.00	1%
Customized Training	\$ -	\$ -	\$ 15,000.00	0%
Contract Training	\$ -	\$ -	\$ -	--
Transitional Jobs	\$ -	\$ -	\$ -	--
Registered Apprenticeship	\$ -	\$ -	\$ 10,000.00	0%
Incumbent Worker Training	\$ -	\$ 2,644.50	\$ 25,000.00	11%
Pre-Vocational Services	\$ -	\$ -	\$ 10,000.00	0%
Supportive Services	\$ 2,604.44	\$ 2,443.16	\$ 30,000.00	8%
Certification & Credentialing	\$ 100.00	\$ 100.00	\$ 5,000.00	2%
Other Services	\$ -	\$ -	\$ -	--
Total	\$ 41,778.11	\$ 104,047.61	\$ 250,000.00	42%

**end of December should be 50%*

Dislocated Worker Program Obligations				
Line Item	Actual	Obligations	Budget	% of Budget
Occupational Skills Training	\$ 8,000.00	\$ 10,934.00	\$ 85,000.00	13%
On-the-Job Training	\$ -	\$ 6,000.00	\$ 100,000.00	6%
Work Experience	\$ -	\$ -	\$ 10,000.00	0%
Customized Training	\$ -	\$ -	\$ -	
Contract Training	\$ -	\$ -	\$ -	
Transitional Jobs	\$ -	\$ -	\$ -	
Registered Apprenticeship	\$ -	\$ -	\$ 10,000.00	0%
Incumbent Worker Training	\$ 1,295.00	\$ 2,590.00	\$ 25,000.00	10%
Pre-Vocational Services	\$ -	\$ -	\$ 10,000.00	0%
Supportive Services	\$ 13,704.60	\$ 19,139.55	\$ 5,000.00	383%
Certification & Credentialing	\$ -	\$ -	\$ 5,000.00	0%
Other Services	\$ -	\$ -	\$ -	
Total	\$ 22,999.60	\$ 38,663.55	\$ 250,000.00	15%

**end of December should be 50%*

Workforce Innovation and Opportunity Act (WIOA)

Title I Youth Program

Performance Report - December 2020

Youth Program

Participants by Month		
Month	New	Total YTD
July	1	1
August	9	10
September	7	17
October	9	26
November	6	32
December	7	39
January		
February		
March		
April		
May		
June		

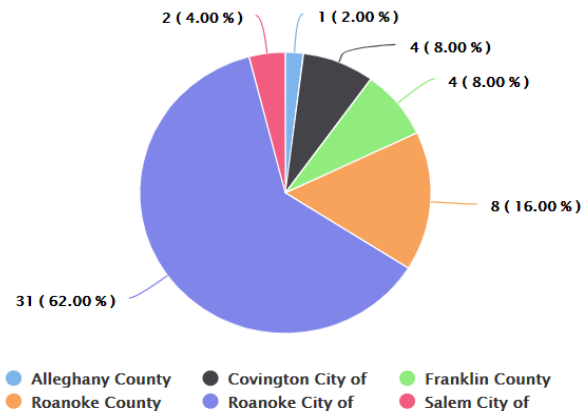
Carryover Participants	28
New Enrollment Goal	72
Total Participant Goal	100

% Toward Goal	67%
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**end of December should be 50%*

Participants by Locality

Enrolled Individuals – By County/Parish



Youth Program

Training Participation	
Healthcare	19
Manufacturing	0
Information Technology	0
Financial Services	0
Construction	1
Transportation	1
Education	0

Post-Secondary	17
OJT Placements	0
Work Experiences	4

Youth Program Expenditures			
Line Item	Actual	Budget	% of Budget
Occupational Skills Training	\$ 32,253.00	\$ 20,000.00	161%
Work Experience	\$ 10,042.50	\$ 77,995.00	13%
Ed with Workforce Prep	\$ -	\$ 11,500.00	0%
Incentives	\$ 1,200.00	\$ 8,500.00	14%
Supportive Services	\$ 349.47	\$ 3,500.00	10%
Follow-up Services	\$ -	\$ 1,700.00	0%
Leadership Development	\$ -	\$ 1,000.00	0%
Adult Mentoring	\$ -	\$ 2,500.00	0%
Comp Guidance & Counseling	\$ -	\$ 2,500.00	0%
Tutoring/Study Skills	\$ -	\$ 3,400.00	0%
Postsecondary Prep	\$ -	\$ 3,400.00	0%
Alternative Secondary School	\$ -	\$ 1,900.00	0%
Total	\$ 43,844.97	\$ 137,895.00	32%

*end of December should be 50%

Youth Program Obligations				
Line Item	Actual	Obligations	Budget	% of Budget
Occupational Skills Training	\$ 32,253.00	\$ 62,042.00	\$ 20,000.00	310%
Work Experience	\$ 10,042.50	\$ 20,245.00	\$ 77,995.00	26%
Ed with Workforce Prep	\$ -	\$ -	\$ 11,500.00	0%
Incentives	\$ 1,200.00	\$ 1,200.00	\$ 8,500.00	14%
Supportive Services	\$ 349.47	\$ 349.47	\$ 3,500.00	10%
Follow-up Services	\$ -	\$ -	\$ 1,700.00	0%
Leadership Development	\$ -	\$ -	\$ 1,000.00	0%
Adult Mentoring	\$ -	\$ -	\$ 2,500.00	0%
Comp Guidance & Counseling	\$ -	\$ -	\$ 2,500.00	0%
Tutoring/Study Skills	\$ -	\$ -	\$ 3,400.00	0%
Postsecondary Prep	\$ -	\$ -	\$ 3,400.00	0%
Alternative Secondary School	\$ -	\$ -	\$ 1,900.00	--
Total	\$ 43,844.97	\$ 83,836.47	\$ 137,895.00	61%

*end of December should be 50%



Title: Limited English Proficiency	Related Forms: No
Effective Date: 10/8/2018	Revised Date: 12/18/2020

Purpose:

This policy provides the guidance and establishes the procedures regarding the prohibition against national origin discrimination as it affects persons with Limited English Proficiency (LEP). This policy also acts as notice to staff of the requirement to provide reasonable steps to eliminate LEP as a barrier to accessing services and programs.

References:

WIOA (Public Law 113-125) Section 188

Title 29 *Code of Federal Regulations* (CFR) Part 38

Department of Labor (DOL) Training and Employment Notice (TEN) 28-16, Subject: *Best Practices, Partnership Models, and Resources Available for Serving English Language Learners, Immigrants, Refugees, and New Americans* (January 9, 2017)

Policy:

In regards to Equal Opportunity, the Western Virginia Workforce Development Board (WVWDB) acknowledges that national origin discrimination now includes LEP under 29 CFR Section 38.9 and specifically states that in providing any aid, benefit, service, or training under a WIOA Title I-financially assisted program or activity, a recipient must not, directly or through contractual, licensing, or other arrangements, discriminate on the basis of national origin, including LEP. Additionally, 29 CFR Section 38.41 added “LEP and preferred language” to the list of categories of information that each recipient must record about each applicant, registrant, eligible applicant/registrant, and participant. It is the policy of the WVWDB to take reasonable action to eliminate LEP as a barrier to accessing or receiving services and programs.

Definitions:

Babel Notice – a short notice included in a document or electronic medium (e.g. web site, “app,” email) in multiple languages informing the reader that the communication contains vital information and explaining how to access language services to have the contents of the communication provided in other languages.

Employment-related training – training that allows or enables an individual to obtain skills, abilities and/or knowledge that are designed to lead to employment.

LEP individual – an individual whose primary language for communication is not English and who has a limited ability to read, speak, write, and/or understand English. An LEP individual may be competent in English for certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing).

Meaningful Access – Language assistance that results in accurate, timely, and effective communication at no cost to the LEP individual. For LEP individuals, meaningful access denotes access that is not significantly restricted, delayed, or inferior as compared to programs or activities provided to English proficient individuals.

Primary language – An individual’s primary language is the language in which an individual most effectively communicates, as identified by the individual.

Language Assistance Services - Oral and written language services needed to assist LEP individuals to communicate effectively with staff, and to provide LEP individuals with meaningful access to, and an equal opportunity to participate fully in, the services, activities, or other programs.



Effective Communication - Communication sufficient to provide the LEP individual with substantially the same level of access to services received by individuals who are not LEP. For example, staff must take reasonable steps to ensure communication with an LEP individual is as effective as communications with others when providing similar programs and services.

Interpretation – The act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.

Qualified Interpreter or Translator – An in-house or contracted translator or interpreter who has demonstrated his or her competence to interpret or translate through court certification or is authorized to do so by contract with the Department or by approval of his or her component.

Vital Documents - Paper or electronic written material that contains information that is critical for accessing a component's program or activities or is required by law.

Procedures and Requirements:

Reasonable Steps

WVWDB program operators are required to take reasonable steps to ensure that LEP individuals have meaningful access to their programs and activities. Reasonable steps may include, but are not limited to, the following:

- Conducting an assessment of an LEP individual to determine their language assistance needs.
- Providing oral interpretation or written translation of both hard-copy and electronic materials, in the appropriate non-English languages, to LEP individuals.
- Conducting outreach to LEP communities to improve service delivery in needed languages.

Reasonable steps for providing meaningful access to training programs may include, but are not limited to the following:

- Written training materials in appropriate non-English languages by written translation, or by oral interpretation, or summarization.
- Oral training content in appropriate non-English languages through in-person or telephone translation.

Furthermore, Title I Staff should ensure that that every program delivery method, whether it be in person, electronic, or by phone, conveys in the appropriate language how an LEP individual may effectively learn about, participate in, and/or access any aid, benefit, service, or training available to them. It should also be noted that as new methods for the delivery of information or assistance are developed, WVWDB will take reasonable steps to ensure that LEP individuals remain able to learn about, participate in, and/or access any aid, benefit, service, or training available to them.

National Prominent Languages Language assistance generally comes in two forms: oral interpretation or written translation. Virginia Career Works Center staff must ensure that above all, these services are free of charge and provided in a timely manner. An LEP individual must be given adequate notice about the existence of interpretation and translation services and that they are available free of charge. Language assistance will be considered timely when it is provided at a place and time that ensures equal access and avoids the delay or denial of any aid, benefit, service, or training.

Virginia Career Works Center staff shall not require an LEP individual to provide their own interpreter. Furthermore, staff shall not rely on an LEP individual's minor child or adult family or friend to interpret or facilitate communication, except for the following circumstances:

- In emergency situations while awaiting a qualified interpreter.
- When the information conveyed is of minimal importance to the services to be provided.



For languages spoken by a significant portion of the population eligible to be served or likely to be encountered, vital information in written materials must be translated into these languages. These translations must in turn be readily available upon request in hard copy or electronically. Written training materials offered or used within employment-related training programs (see definitions section) are excluded from these translation requirements. However, in all cases, Center staff must take reasonable steps to ensure meaningful access for LEP individuals.

For languages not spoken by a significant portion of the population eligible to be served or likely to be encountered, staff must take reasonable steps to meet the particular language needs of LEP individuals who seek to learn about, participate in, and/or access the aid, benefit, service or training that is available to them. Vital information may be conveyed orally if not translated.

Staff must also be sure to include a Babel Notice, indicating that language assistance is available in all communications of vital information. This includes letters or decisions in hard-copy or electronic formats.

Finally, to the extent otherwise required by 29 CFR Part 38, once a recipient becomes aware of the non-English preferred language of an LEP beneficiary, participant, or applicant for aid, benefit, service, or training, the recipient must convey vital information in that language.

General Babel Notice:

Find below the General Babel Notice that is required to be provided:

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 (540) 613-8220** for assistance in the translation and understanding of the information in this document.

Spanish

¡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 (540) 613-8220** para pedir asistencia en traducir y entender la información en este documento.

Chinese – Traditional

重要須知！本文件包含**重要資訊**，事關您的權利、責任，和／或福利。請您務必理解本文件所含資訊，而我們也將使用您偏好的語言，無償為您提供資訊。**請致電 (540) 613-8220** 洽詢翻譯及理解本文件資訊方面的協助。

Vietnamese

LƯU Ý QUAN TRỌNG! Tài liệu này chứa **thông tin quan trọng** về quyền hạn, trách nhiệm và/hoặc quyền lợi của quý vị. Việc hiểu rõ thông tin trong tài liệu này là rất quan trọng, và chúng tôi sẽ cung cấp miễn phí cho quý vị thông tin này bằng ngôn ngữ mà quý vị ưa dùng. **Hãy gọi (540) 613-8220** để được hỗ trợ về việc thông dịch và hiểu thông tin trong tài liệu này.

Tagalog

MAHALAGA! Naglalaman ang dokumentong ito ng **mahalagang impormasyon** tungkol sa iyong mga karapatan, responsibilidad at/o benepisyo. Napakahalaga na nauunawaan mo ang impormasyong nakapaloob sa dokumentong ito, at ibibigay namin nang libre ang impormasyon sa pinili mong wika. **Tumawag sa (540) 613-8220** upang humingi ng tulong sa pagsasaling-wika at pag-unawa sa impormasyong nasa dokumentong ito.

French



IMPORTANT! Le présent document contient **des informations importantes** sur vos droits, vos responsabilités et/ou vos avantages. Il est essentiel que vous compreniez les informations figurant dans ce document, et nous vous fournirons gratuitement les informations dans la langue de votre choix. **Appelez au (540) 613-8220** pour obtenir de l'aide pour la traduction et la compréhension des informations contenues dans le présent document.

Haitian Creole

ENPÒTAN! Dokiman sa a gen **enfòmasyon enpòtan** ladan konsènan dwa, responsablite ak/oswa avantaj ou yo. Li ap vrèman enpòtan pou ou konprann enfòmasyon yo ki nan dokiman sa a, epi n ap ba ou enfòmasyon sa yo nan lang ou prefere a gratis. **Rele (540) 613-8220** pou jwenn asistans pou tradui ak pou konprann enfòmasyon ki nan dokiman sa a.

Portuguese

IMPORTANTE! Este documento contém **informações importantes** sobre os seus direitos, responsabilidades e/ou benefícios. É essencial que compreenda as informações constantes neste documento, as quais disponibilizaremos, gratuitamente, na língua à sua escolha. **Contacte o número (540) 613-8220** para solicitar ajuda para traduzir e compreender as informações contidas neste documento.

Arabic

مهم! يحتوي هذا المستند على **معلومات مهمة** حول حقوقك ومسؤولياتك و/أو فوائدها. من الأهمية بمكان فهم المعلومات الواردة في هذا المستند، وسنوفر المعلومات بلغتك المفضلة دون تحميلك أي تكلفة. **اتصل على الرقم (540) 613-8220** للحصول على مساعدة في ترجمة المعلومات الواردة في هذا المستند وفهمها.

Russian

ВАЖНО! В настоящем документе содержится **важная информация** о ваших правах, обязанностях и/или преимуществах. Крайне важно, чтобы вы поняли информацию, содержащуюся в данном документе, а мы бесплатно предоставим вам эту информацию на выбранном вами языке. **Позвоните по телефону (540) 613-8220** для получения помощи в переводе и понимании информации, содержащейся в данном документе.

Korean

중요! 본 문서는 귀하의 권리, 책임 및/또는 이익에 관한 **중요한 정보**를 포함하고 있습니다. 귀하가 본 문서에 있는 정보를 이해하는 것은 대단히 중요하며, 귀하가 원하는 언어로 정보를 제공받으실 수 있습니다. **(540) 613-8220**로 전화하여 본 문서에 있는 정보의 번역 및 이해를 위해 도움받으시길 바랍니다.