

BRAZOS VALLEY COUNCIL OF GOVERNMENTS ADULT EDUCATION AND TRAINING



Student Handbook

FY 2018

Equal opportunity employer/program. Auxiliary aids and services available upon request to individuals with disabilities. Deaf, hard-of-hearing, and speech impaired customers may contact: Relay Texas: (800) 735-2989 (TTY) or 711 (Voice).

Revised 10/17/17

Brazos Valley Council of Governments

Adult Education & Training

I. Background

Adult Education and Literacy (AEL) services help customers develop basic skills in preparation for employment opportunities. AEL services consist of:

1. English language
2. Math
3. Reading
4. Writing instruction
5. To help students acquire the skills needed to earn a high school equivalency diploma, enter college or career training and/or succeed in the workforce

Residents of our 7-county region receive AEL services through a consortium of organizations. Brazos Valley Council of Governments (BVCOG) and Workforce Solutions Brazos Valley (WSBV) is responsible for oversight of State funded AEL service delivery activities across the region. Region 6 Education Service Center and Madisonville ISD are the Sub-contractors for BVCOG/WSBV. Other Partners who provide AEL Services to the local communities are Brazos Valley Council of Governments, Blinn College, Public Libraries, Non-profit and Faith based organizations.

Within the AEL Orientation process each student will be informed of program and collaborating organization services, attendance policy, class participation, student support services, emergency evacuation procedures, grievance procedures, rights and responsibilities of students, code of conduct, dress and grooming rules and any local classroom requirements.

Below is a list and definition of the AEL services available:

- **Career Pathways Program** – a program that consists of a series of connected education and training strategies and support services that enable individuals to secure industry relevant certification, obtain or retain employment within an occupational area and advance to higher levels of future education and employment in that area.
- **English Literacy/Civics (EL/Civics)** - federally funded program that provides English language and civics instruction to adult education students. Civics education is an educational program that emphasizes contextualized instruction on the rights and responsibilities of citizenship, naturalization procedures, civic participation, and U.S. history and government to help students acquire the skills and knowledge to become active and informed parents, workers, and community members. It also has an Instructional Training that is tied to the EL Civics program.

- **Financial Literacy** – instruction on the ability to make informed judgments and to take effective actions regarding current and future management of money. Referrals will be made to these services at <http://bvahc.org/financial-fitness/>.
- **Distance Learning** - is a formal learning activity where students and instructors are separated by geography, time or both for the majority of the instructional period. In Counties without sufficient AEL customers, the alternative is enrollment into distance learning. An AEL teacher will act as a mentor for and AEL students enrolled in on-line distance learning. Public access computers are available at local public libraries and Workforce Solutions offices.
- **Adult Basic Education (ABE)** - instruction in reading, writing, speaking and comprehending English, and solving quantitative problems, including functional context. The program is designed for adults who: 1) have minimal competence in reading, writing, and solving quantitative problems; 2) are not sufficiently competent to speak, read, or write the English language; or 3) are not sufficiently competent to meet the requirements of adult life in the United States, including employment commensurate with the adult's real ability.
- **Adult Secondary Education (ASE)** - comprehensive secondary instruction below the college credit level in reading, writing and literature, mathematics, science, and social studies and instruction for the GED®, including functional context, and instruction for adults who do not have a high school diploma -or its equivalent.
- **English Language Acquisitions (ELA)** - an instructional program designed to help adults who are limited English proficient achieve competence in the English language.
- **Integrated College Readiness Class** – transitions students with a GED into College or Occupational Training: 1) helps the student pass College Entrance Exam American College Test, Texas Success Initiative Assessment (TSIA); 2) helps students learn study skills and prepare to be successful in College or Occupational Training.
- **Family Literacy Program** - a program with services that are of sufficient intensity in terms of hours and duration, to make sustainable changes in a family, that includes: 1) the incorporation of parent literacy training that leads to economic self-sufficiency for the family; 2) instruction to help parents partner with their children and school personnel in the development of children's High School Personal Graduation Plans.

Brazos Valley Council of Governments Adult Education and Training Dress and Grooming Rules

The Adult Education and Literacy (AEL) Service's dress and grooming code is established to instill discipline, prevent disruptions, avoid safety hazards, teach respect, and prepare each student for future enrollment in an institution of higher education. Any attire that may be reasonably expected to cause disruption or interference with normal school operation will not be allowed. A violation will be given for any infraction of the dress code that is not corrected upon request from an AEL employee.

Shirts and Blouses	<p>No sleeveless shirts or blouses.</p> <p>Students are prohibited from wearing shirts/blouses that:</p> <ul style="list-style-type: none"> • Advertise alcohol, drugs, tobacco, the occult, promote violence, are gang related, are lewd, offensive, vulgar, contain obscene language, sexually explicit language or disruptive images. • Have low-cut necklines. • Are see-through or contain holes. • Have tube tops, halter tops, spaghetti straps, half shirts, tank tops, muscle shirts, low-cut sport jerseys, crop tops, or any shirt that allows the navel or bra/bra straps to show. Any shirt/blouse that does not come to the waistband or exposes the midriff while standing, walking or sitting must be worn with an undershirt that tucks in. • Female students must wear a bra at all times.
Pants, Slacks	<p>Pants/slacks may not:</p> <ul style="list-style-type: none"> • Be excessively long, large, or sag below the top of the hip line or allow undergarments to show. • Be torn or ripped.
Shorts	<p>Acceptable shorts must be 3 inches above the knee or longer. The following are not acceptable:</p> <ul style="list-style-type: none"> • Short shorts • Shorts with holes or tears.
Dresses and Skirts	<p>Dresses and skirts must be 3 inches above the knee or longer. The following are not acceptable:</p> <ul style="list-style-type: none"> • Short dresses and skirts. • Clothing with holes or tears. • Dresses that are low-cut in front or back.
Shoes	Shoes shall be worn at all times.
Jewelry	<p>Students shall not wear jewelry that:</p> <ul style="list-style-type: none"> • May be identified as gang or drug related, vulgar, obscene, or sexually explicit.
General	<p>Students shall not reveal/wear:</p> <ul style="list-style-type: none"> • Tattoos that are offensive, gang related, or substantially disruptive. Tattoos that are such shall be covered. • Hickies or passion marks must be covered. • Leggings may not be the main garment and buttocks must be covered.

Brazos Valley Council of Governments Adult Education and Training

Program Rules and Consequences

Adult Education and Literacy Services (AEL) pledges to provide a safe environment for all students and staff. In order to foster a positive and safe learning environment, the following rules have been instituted.

If the following rules are broken, the student will receive a written notification of said violation and be suspended for two days. After two violations, the student will be suspended for one week. If a third violation is received, the student will be expelled from the program. Re-admission is at the discretion of the AEL director.

1. Students are to respect all AEL staff, students, and property.
2. Students are to be non-disruptive in the classroom and on AEL property.
3. No smoking is allowed on the property, including the parking lot.
4. No loitering is permitted on the property.
5. Dress and grooming code is to be adhered to at all times.
6. Students are to adhere to given break times.
7. Students are not allowed to bring children to the classrooms.
8. Students are not allowed to use cell phones in the classrooms.
9. Gang apparel, graffiti, signs, slogans, tagging, or anything that is believed to be gang or drug related is prohibited.
10. Smelling or having evidence of drugs or alcohol in or on your body is prohibited.
11. Students are to come to class prepared, with all required supplies.

The following addresses anything that may be seen as a threat to the safety and well-being of the students and AEL staff. If the following rules are broken, the student will be immediately dismissed. Re-admission to the program is at the discretion of the AEL director. This includes, but is not limited to:

1. Bringing guns, weapons, or any implement used as a weapon onto AEL property.
2. Theft of any kind.
3. Doing or selling drugs on campus.
4. Fighting, either verbal or physical.
5. Verbally assaulting any AEL staff member.
6. Any illegal activity taking place on campus.

Brazos Valley Council of Governments Adult Education and Training

Acknowledgement of Forms

Student and (Parent/Guardian):

Please initial that you have read and understand the following information: Dress and Grooming Code, Program Rules and Consequences and The Student Handbook.

_____ Dress and Grooming Code

_____ Program Rules and Consequences

_____ Acknowledgement of Student Handbook

Adult Education and Literacy (AEL) Services has approved the following forms: Media Release, Release of Information and Orientation to Complaint. We ask that you read these three forms carefully, please sign and return them to the staff administering the orientation. If you have any questions about the requirements, please ask for an explanation from the orientation staff.

_____ Media Release

_____ Release of Information

_____ Orientation to Complaint

The student and parent (if the student is under nineteen years of age) should each sign this page in the space provided below, and then return it to the staff administering the orientation.

Thank you, AEL Services Staff

Print Name of Student: _____

Signature of Student: _____

Date signed by Student: _____

Print Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date signed by Parent/Guardian: _____

A copy of this signed form goes in the Student's file along with the Media Release, Release of Information and Orientation to Complaint.

Brazos Valley Council of Governments Adult Education and Training

Student Rights

Adult Education and Literacy Services (AEL) pledges to provide a safe environment for all students, accepted into the program and staff. In order to foster a positive and safe learning environment, the following rules have been instituted.

1. Students will be respected by all AEL staff and students.
2. Students will be assessed when entering the class.
3. Students will have an Individual Career Pathway created for them.
4. Students will be re-tested within guidelines.
5. If there are not enough students to qualify for a class, Students will have access to Distance Learning, as funds allow.
6. Students will have access to community referrals to help them with outside problems that could cause a barrier to attending class.
7. Students will be notified if a “natural disaster” causes the class to be cancelled.
8. Students can expect the teacher to come to class prepared with all necessary tools for learning.
9. Students have the right to a safe learning environment.
10. Students have a right to breaks.
11. Students have the right to be provided with needed learning materials.
12. Students have the right to an accessible Student Handbook with their orientation.
13. Students have the right to file a written complaint.

Brazos Valley Council of Governments Adult Education and Training

Grievances & Complaints

If a student of the AEL program has a complaint/grievance, they can start with their teacher to resolve any problems. If that is not possible, the student or applicant can file a written complaint to:

Brazos Valley Council of Governments, Executive Director
PO Drawer 4128
Bryan, Texas 77805

The complaint should include: the issue needing resolving, the name and contact information of the person filing the complaint. Contact information should include the name, address and valid contact phone number. The complaint will be reviewed with the parties involved to resolve the problem. After the decision is made about the complaint, you will be notified in writing.

If you feel the complaint was not resolved, you have the right to appeal. You can do this in writing to the Texas Workforce Commission:

Texas Workforce Commission
C/O AEL
101 E. 15th Street
Austin, Texas 78778-0001



Main Office
1700 Palasota Drive
Bryan, Texas 77803
Phone: 979-703-7740



Main Office
3991 East 29th Street
Bryan, Texas 77802
Phone: 979-595-2800

RELEASE OF INFORMATION FORM

I understand that the submission of false information is grounds for the rejection of my application. I hereby authorize Workforce Solutions Brazos Valley (WSBV)/REGION 6 ESC to conduct such inquiries as may be deemed necessary to:

- Verify eligibility for all Employment and Training Programs and the Adult Education and Literacy (AEL) Program administered by the WSBV/REGION 6 ESC or its representatives,
- Confirm any information on the application used to determine eligibility,
- Secure appropriate services for me from community resources, or
- Release any information requested to officially recognized organizations.

I hereby authorize WSBV/REGION 6 ESC to conduct such inquiries as may be necessary with respect to the following:

- Participation with the AEL, TANF, CCS, Non-Custodial Parent (NCP), SNAP E&T, Section 8 Choices Housing Voucher, and WIA/WIOA Program to determine eligibility, determine the effectiveness of the program to assist achieving foundational skills and career pathways for economic competitiveness and community development and to establish preconditions for enrollment in the adult education and literacy program and/or WSBV programs.
- Verification of information to post into the Texas Workforce Commission (TWC) automated systems, Texas Educating Adults Management System (TEAMS), and other automated systems and statistical use of records of enrollment, progress and transition under the application of laws, TEA regulations and Adult Education Program policies to aggregate statistical data in the evaluation of the program.
- Release directory information which consists of name, address, telephone number, date of birth, dates of attendance, degrees obtained and field of study and personal identifiable information regarding enrollment in post-secondary institutions as matched to the Texas Higher Education Coordinating Board master enrollment records for the sole purpose of statistical analysis and adult education program improvement. Also the release of personable identifiable information regarding employment status or history to the Texas Higher Education Coordinating Board for the sole purpose of statistical analysis, administration or evaluation for the improvement of state adult education programs.
- Authorize the hospital, clinic and/or facility to release test results from any pre-employment physical examination, including a drug/alcohol test to the WSBV/REGION 6 ESC and release the hospital, clinic facilities and/or medical personnel from any and all liability arising from the release or use of this information.
- Authorize the Texas Workforce Commission or any private sector service provider maintaining such records, to release to the WSBV/REGION 6 ESC any records concerning claims for Unemployment Insurance benefits, including home address, the dates and amounts of benefits, wage credit reported by employers and determinations made with regard to my entitlement for benefits, and progress tracking related to employment and training services. This information may be used for follow-up studies to evaluate program effectiveness.

I expressly agree to waive liability for any effect the information received from *contacted sources*, given by myself, or released to outside sources may produce.

WSBV/REGION 6 ESC will maintain the confidentiality of any such information received.

Participant Signature (*Or parent signature if participant is a minor*)

Date

Staff Signature

Date

Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Deaf, hard-of-hearing and speech impaired customers may contact: Relay Texas: (800) 735-2989 (TTY) or 711 (Voice).

**Brazos Valley Council of Governments Adult Education and Training, Region 6 &
Madisonville CISD, Adult Education & Literacy
Release of Liability Agreement for Media Release**

AUTHORIZATION AND RELEASE

I hereby grant to the Brazos Valley Council of Governments (BVCOG) and Workforce Solutions Brazos Valley (WSBV), its officers, directors, employees, representatives, licensees, successors and assigns ("BVCOG/WSBV"), irrevocable permission to take and to copyright, in its own name or otherwise, and re-use, publish and republish photographic portraits, pictures or similar images or likenesses (collectively, the "Pictures") of me and my children and/or other minors for which I am legally responsible (collectively, the "Minors"), including, without limitation, any other Pictures in which I or they may be included, in whole or in part, composite or distorted in character or form, without restriction as to changes or alterations, or reproductions thereof in color or otherwise, made through any medium, and in any and all media now or hereafter known for illustration, promotion, art, editorial, advertising, trade, fundraising, and any other purpose whatsoever. The Pictures may be used in conjunction with my own name and/or the names of the Minors, fictitious name(s), or without the association of names whatsoever. I also consent to the use of any published matter in connection therewith, including the disclosure of confidential information about me and/or the Minors as contemplated herein. The Pictures may be published in any manner, including advertising, periodicals, trade show exhibits and other promotional applications. I acknowledge that this Agreement is being made solely for the benefit of BVCOG/WSBV and without any expectation of compensation or other benefit to me and/or the Minors. I hereby forever waive any right to inspect and/or approve any publication of any Pictures of me and/or the Minors by BVCOG/WSBV.

I fully and forever **DISCHARGE, RELEASE and HOLD HARMLESS BVCOG/WSBVB** from any liability arising from or in connection with use of the aforementioned Pictures or disclosure of information, and for any claim for damages of any kind resulting from the publication of the Pictures of me and/or the Minors, including, but not limited to invasion of right to privacy, defamation or misrepresentation, or from damages **RESULTING FROM THE NEGLIGENCE OF BVCOG/WSBV**. I covenant and agree not to bring suit or otherwise initiate legal proceedings against WSBV for use of the Pictures of me and/or the Minors as contemplated herein. Further, I understand that BVCOG/WSBV cannot control unauthorized use of the Pictures once the Pictures have been published.

This Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Texas, and that if any portion of this document is held to be invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I affirm that I am more than 18 years of age and that I am competent to sign this Agreement on my own behalf and on behalf of the Minors.

"I HAVE CAREFULLY READ THIS RELEASE OF LIABILITY AGREEMENT AND I FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND AN AGREEMENT BETWEEN ME AND THE WORKFORCE SOLUTIONS BRAZOS VALLEY CONCERNING MY LEGAL RIGHTS. I AM SIGNING THIS DOCUMENT OF MY OWN FREE WILL."

Date of Signing: _____

Individual's Signature: _____

Individual's Printed Name: _____

Individual's Address: _____

Parent/Guardian (if under 18): _____

Witness Signature: _____

"I, THE UNDERSIGNED, BEING THE PARENT OR GUARDIAN OF THE ABOVE NAMED WHO IS UNDER EIGHTEEN (18) YEARS OF AGE, DO HEREBY FOR VALUABLE CONSIDERATION CONSENT TO THE ABOVE AUTHORIZATION AND RELEASE."

Parent/Guardian's Signature: _____

Parent/Guardian's Printed Name: _____

Witness Signature: _____

Brazos Valley Council of Governments Adult Education and Training

Local Site Class Supplies

Each student is strongly recommended to purchase, for their own use, required Text for their class.

For GED students: Kaplan 2015 or 2016 GED

For ESL and ICR students: see your teacher

On a voluntary basis, Students may participate in the Coffee/Tea Fund.

Your Teacher may give you a local site supply list for the purpose of making you and the other students in your class more comfortable.

Please realize extra supplies like Coffee, Tea or Kleenex are provided strictly on a volunteer basis and not required for participation in this class.

**BRAZOS VALLEY WORKFORCE DEVELOPMENT BOARD
ORIENTATION TO DISCRIMINATION COMPLAINT PROCEDURES FORM
(29 CFR Part 38)**

This Orientation to Discrimination Complaint Procedures form addresses discrimination complaint procedures for the listed programs and services administered in the local workforce development area by the Workforce Development Board and its Contractors:

**Workforce Innovation and Opportunity Act (WIOA)
Temporary Assistance for Needy Families (TANF) / CHOICES
Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)
Child Care Services (CC)
Trade Adjustment Assistance (TAA) and Trade Readjustment Allowances (TRA)**

THE RECIPIENT OF THE FEDERAL FINANCIAL ASSISTANCE IS:

**Brazos Valley Workforce Development Board
3991 East 29th Street
Bryan, Texas 77802**

**Equal Opportunity (EO) Officer: Andrew Morse
Telephone Number: 979-595-2800
Relay Texas: 1-800-735-2989/ TTY 1-800-735-2988 (Voice)**

The Brazos Valley Workforce Development Board (the Board) shall resolve equal opportunity complaints in a fair and prompt manner. Acts of restraint, interference, coercion, discrimination, or reprisal towards complainants exercising their rights to file a complaint under this procedure are prohibited. This procedure applies to all applicants and participants who have cause to file a discrimination complaint related to activities or programs administered by the Board. If you have an equal opportunity complaint concerning any of these programs, you may submit your written complaint to the Board or Contractor EO Officer, as appropriate.

After your equal opportunity complaint has been received, the EO Officer will notify you of the next step in the complaint process. As long as you wish to pursue your complaint, the Board or Contractor will follow the steps described below. You should study the Discrimination Complaint Procedure carefully, and if you feel that the required steps are not being followed, contact the EO Officer. Remember, if you feel you are not being provided enough help at any stage of the complaint process, you should contact:

**Texas Workforce Commission (TWC)
Equal Opportunity Monitoring
101 E. 15th St., Room 242-T
Austin, TX 78778-0001**

**Telephone Numbers:
(512) 463-2400
Relay Texas: 1-800-735-2989
TTY 1-800-735-2988 (Voice)**

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I-financially assisted program or activity. The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

What to do if you believe you have experienced discrimination. If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210. If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

PROCEDURES ON HOW TO FILE A COMPLAINT

☐ **WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) / TRADE ADJUSTMENT ASSISTANCE (TAA) and TRADE READJUSTMENT ALLOWANCES (TRA):**

If you think you have been subjected to equal opportunity discrimination under a WIOA Title I or a TAA/TRA financially assisted program or activity, you may file a discrimination complaint within 180 days from the date of the alleged violation with either the Board/Contractor Equal Opportunity Officer (or designee) or Director, Civil Rights Center (CRC), U.S. Dept. of Labor, 200 Constitution Avenue NW, Room N-4123 Washington, DC 20210. If you file your complaint with the Board or Contractor, you must wait until you receive a written Notice of Final Action or 90 days have passed (whichever is sooner) before you can file with the CRC. If the written Notice of Final Action is not issued within 90 days of the day you filed your complaint, you have 30 days following the 90-day deadline to file a complaint with CRC (that is, within 120 days of the day you first filed your complaint). If you receive a written Notice of Final Action on your complaint but are dissatisfied with the decision, you may file a complaint with CRC. However, you must file your CRC complaint within 30 days of receiving the Notice of Final Action.

☐ **TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) / CHOICES and/or CHILD CARE SERVICES (CC):**

If you think you have been subjected to equal opportunity discrimination under a TANF/Choices and/or Child Care (CC) program or activity receiving federal financial assistance, you may file a complaint within 180 days from the date of the alleged violation with either the Board/Contractor Equal Opportunity Officer (or designee) or U.S. Department of Health and Human Services (HHS), the Office for Civil Rights, 1301 Young Street, Suite 1169, Dallas, TX 75202, (800) 368-1019. Those filing complaints against child care program services receiving USDA federal financial assistance may choose to contact the U.S. Department of Agriculture (USDA), Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410. If you file your complaint with the Board or Contractor, you must wait until a written Notice of Final Action is issued or until 90 days have passed (whichever is sooner) before you can file with the U.S. Department of Health and Human Services.

☐ **SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND TRAINING (SNAP E&T):**

If you think you have been subjected to discrimination under a SNAP E&T financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either the Board/Contractor Equal Opportunity Officer (or designee) or the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410, (202) 260-1026. If you file your complaint with the Board or Contractor, you must wait either until a written Notice of Final Action is issued or until 90 days have passed (whichever is sooner) before filing with the U.S. Department of Agriculture.

☐ **ADULT EDUCATION AND LITERACY:**

If you think you have been subjected to discrimination under an Adult Education and Literacy financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either the Board/Contractor Equal Opportunity Officer (or designee) or the US Department of Education. If you file your complaint with the Board or Contractor, you must wait either until a written Notice of Final Action is issued or until 90 days have passed (whichever is sooner) before filing with the US Department of Education, 400 Maryland Ave SW, LBJ Room 2E-349, Washington, DC 20202-4537.

Please do not sign this notice until you have read it and understand its contents.

By my signature below, I acknowledge this orientation to the discrimination complaint procedure and the statement regarding Equal Opportunity Is the Law. I affirm that I have read the *Orientation to Discrimination Complaint Procedures Form* and that I have been given the opportunity to ask questions about its contents. I understand that the One-Stop application form is not a job application; rather, this form is used to determine my eligibility to receive program services and to meet federal reporting requirements. I further understand that failure to provide the requested information may prevent me from receiving services.

Applicant Signature

Printed Name

Date

Applicant Signature or Parent/Guardian Signature

Printed Name

Date

**Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
Deaf, hard-of-hearing or speech-impaired customers may contact: Relay Texas: (800)735-2989 (TTY) and 711 (Voice).**

July 2017

BRAZOS VALLEY WORKFORCE DEVELOPMENT BOARD
FORMULARIO PARA LA ORIENTACIÓN A LOS PROCEDIMIENTOS DE QUEJA
DE DISCRIMINACIÓN (29 CFR Part 38)

Este Formulario para la Orientación a los Procedimientos de Queja de Discriminación explica los procedimientos de queja de discriminación para los programas y los servicios mencionados administrados en el Local Workforce Development Area por el Workforce Development Board y sus contratistas:

Workforce Innovation and Opportunity Act (WIOA)
Temporary Assistance for Needy Families (TANF) / CHOICES
Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)
Child Care Services (CC)
Trade Adjustment Assistance (TAA) and Trade Readjustment Allowances (TRA)

RECIPIENTE DEL APOYO FINANCIERO FEDERAL ES:

Brazos Valley Workforce Development Board
3991 E 29th St
Bryan, Texas 77802

Oficial de Igualdad de Oportunidades (EO): Andrew Morse
Número telefónico: (979) 595-2800
Relay Texas: 1-800-735-2989/ TTY 1-800-735-2988 (Voz)

El Brazos Valley Workforce Development Board (el Board) resolverá quejas de la igualdad de oportunidades de una manera justa y expediente. Se prohíben los actos de internamiento, de interferencia, de la coerción, de la discriminación, o de la represalia hacia los denunciantes que ejercitan sus derechos de presentar una queja conforme a este procedimiento. Este procedimiento se aplica a todos los aspirantes y participantes que tengan causa para presentar una queja de la discriminación relacionada con las actividades o los programas administrados por el Board. Si tiene una queja de la igualdad de oportunidades referente a cualquiera de estos programas, puede presentar su queja oficial por escrito al Oficial de EO del Board o del contratista, como sea apropiado.

Después de que se haya recibido su queja de la igualdad de oportunidades, el oficial del EO le notificará del paso siguiente en el proceso de la queja. Mientras desea perseguir su queja, el Board o el contratista seguirá los pasos descritos abajo. Debe estudiar el procedimiento de queja de la discriminación cuidadosamente, y si se siente que los pasos requeridos no se están siguiendo, póngase en contacto con el oficial del EO. Recuerde que si se siente que no le están proporcionando bastante ayuda en cualquier etapa del proceso de la queja, usted debe ponerse en contacto con:

Texas Workforce Commission (TWC)
Equal Opportunity Monitoring
101 E. 15th St., Room 242-T
Austin, TX 78778-0001

Números telefónicos:
512-463-2400
Relay Texas: 1-800-735-2989
TTY 1-800-735-2988 (Voz)

LA IGUALDAD DE OPORTUNIDADES ES LA LEY

El destinatario de asistencia financiera del Gobierno Federal tiene prohibido por ley discriminar, con base en los conceptos a continuación: discriminar a cualquier persona en los Estados Unidos por motivos de su raza, color, religión, sexo, origen nacional, edad, incapacitación, afiliación o ideología política; discriminar a cualquier beneficiario de programas que cuenten con apoyo financiero a tenor del Título I de la Acta Fuerza Laboral de Innovación y Oportunidad (Workforce Innovation and Opportunity Act o WIOA), por motivo de la ciudadanía o calidad migratoria del beneficiario en tanto inmigrante legalmente autorizado para trabajar en los Estado Unidos; o por motivo de su participación en cualquier programa o actividad que cuente con apoyo financiero a tenor del Título I de la WIOA. El destinatario de tal asistencia no debe discriminar en ninguno de los conceptos a continuación: en decidir quiénes han de ser admitidos o tener acceso a cualquier programa o actividad que cuente con apoyo financiero a tenor del Título I de la WIOA; en la provisión de oportunidades en tal programa o actividad y en el trato a cualquier personal con respecto al programa o actividad; o en la toma de decisiones de empleo en la administración de tal programa o actividad o con respecto al mismo.

Qué hacer si usted cree haber sido discriminado/a: Si cree haber sufrido discriminación en un programa o actividad con apoyo financiado a tenor del Título I de la WIA, puede presentar una queja, dentro de los 180 días subsiguientes a la fecha de la supuesta infracción, con el Oficial de Igualdad de Oportunidades del destinatario de asistencia federal (o la persona designada por el destinatario para ese efecto), o bien, con el Director, Civil Rights Center (CRC), U.S. Dept. of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, D.C. 20210. Si presenta su queja con el destinatario de asistencia federal, tendrá que esperar a que éste le expida un Aviso de Acción Definitiva por escrito, o hasta transcurridos 90 días (en la más temprana de las dos fechas) antes de presentar su queja al CRC). Si el destinatario de asistencia federal no le entrega un Aviso de Acción Definitiva por escrito dentro de los 90 días de la fecha de presentación de su queja, usted no tiene obligación de esperar a que el destinatario le expida dicho Aviso para presentar una queja con el CRC. Por otra parte, la queja con el CRC debe presentarse dentro de los 30 días del vencimiento del plazo de 90 días, es decir, dentro de 120 días a partir de la fecha en que presentó su queja con el destinatario. Si éste le entrega un Aviso de Acción Definitiva por escrito con respecto a su queja y usted sigue inconforme con la decisión o resolución, puede presentar una queja con el CRC. Hay que presentarla dentro de los 30 días subsiguientes a la fecha en que recibió el Aviso de Acción Definitiva.

INSTRUCCIONES DETALLADAS PARA CLASIFICAR UNA QUEJA

☐ **WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) / TRADE ADJUSTMENT ASSISTANCE (TAA) y TRADE READJUSTMENT ALLOWANCES (TRA):**

Si cree haber sufrido discriminación en un programa o actividad con apoyo financiero a tenor del Título I de la WIOA o TAA/TRA, puede presentar una queja dentro de los 180 días subsiguientes a la fecha de la supuesta infracción, con el Oficial de Igualdad de Oportunidades del destinatario de asistencia federal (o la persona designada por el destinatario para ese efecto), o bien, con el Director, Civil Rights Center (CRC), U.S. Dept. of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210. Si presenta su queja con el destinatario de asistencia federal o su contratista, tendrá que esperar a que éste le expida un Aviso de Acción Definitiva por escrito, o hasta transcurridos 90 días (en el más temprano de las dos fechas) antes de presentar su queja al CRC. Si el destinatario de asistencia federal no le entrega un Aviso de Acción Definitiva por escrito dentro de los 90 días de la fecha de presentación de su queja, usted puede presentar una queja con el CRC. La queja CRC debe presentarse dentro de los 30 días del vencimiento del plazo de 90 días, es decir, dentro de 120 días a partir de la fecha en que presentó su queja con el destinatario. Si éste le entrega un Aviso de Acción Definitiva por escrito con respecto a su queja y usted sigue inconforme con la decisión o resolución, puede presentar una queja con el CRC. Hay que presentarla con el CRC dentro de los 30 días subsiguientes a la fecha en que recibió el Aviso de Acción Definitiva.

☐ **TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) / CHOICES and/or CHILD CARE SERVICES (CC):**

Si cree haber sufrido discriminación en un programa o actividad a tenor TANF/Choices y/o Child Care Services (CC) que recibe asistencia financiera federal, puede presentar una queja, dentro de los 180 días subsiguientes a la fecha de la supuesta infracción, con el Oficial de Igualdad de Oportunidades del destinatario de asistencia federal (o la persona designada por el destinatario para ese efecto), o bien, con la Office for Civil Rights, 1301 Young Street, Suite 1169, Dallas, TX 75202, (800) 368-1019. Si cree haber sufrido discriminación en un programa o actividad a tenor de la CC que recibe asistencia financiera federal de USDA, puede proponerse en contacto con el U.S. Department of Agriculture (USDA), Office of Adjudication, 1400 Independence Ave, SW, Washington, D.C. 20250-9410. Si presenta su queja con el destinatario de asistencia federal, tendrá que esperar a que éste le expida un Aviso de Acción Definitiva por escrito, o hasta transcurridos 90 días (en el más temprano de las dos fechas) antes de presentar su queja al U.S. Dept. of Health and Human Services.

☐ **SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND TRAINING (SNAP E&T):**

Si cree haber sufrido discriminación en un programa o actividad con apoyo financiero a tenor del programa SNAP E&T, puede presentar una queja, dentro de los 180 días subsiguientes a la fecha de la supuesta infracción, con el Oficial de Igualdad de Oportunidades del destinatario de asistencia federal (o la persona designada por el destinatario para ese efecto), o bien, con el U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave, SW, Washington, DC 20250-9410 o llame al 202-260-1026. Si presenta su queja con el destinatario de asistencia federal o su contratista, tendrá que esperar a que éste le expida un Aviso de Acción Definitiva por escrito, o hasta transcurridos 90 días (en el más temprano de las dos fechas) antes de presentar su queja al U.S. Dept. of Agriculture.

☐ **ADULT EDUCATION AND LITERACY (AEL):**

Si cree haber sufrido discriminación en un programa o actividad con apoyo financiero a tenor del programa Adult Education and Literacy puede presentar una queja, dentro de los 180 días subsiguientes a la fecha de la supuesta infracción, con el Oficial de Igualdad de Oportunidades del destinatario de asistencia federal (o la persona designada por el destinatario para ese efecto), o bien, con el U. S. Department of Education. Si presenta su queja con el destinatario de asistencia federal o su contratista, tendrá que esperar a que éste le expida un Aviso de Acción Definitiva por escrito, o hasta transcurridos 90 días (en el más temprano de las dos fechas) antes de presentar su queja al U.S. Department of Education, 400 Maryland Ave SW, LBJ Room 2E-349, Washington, DC 20202-4537.

Favor de no firmar sin haber leído este aviso y haber comprendido su contenido.

Por mi firma abajo, reconozco esta orientación al procedimiento de queja de la discriminación y la declaración con respecto a que la igualdad de oportunidades es la ley. Afirmo que he leído el Formulario para la Orientación a los Procedimientos de Queja de Discriminación y que me han dado la oportunidad de hacer preguntas acerca de su contenido. Entiendo que el formulario One-Stop no es solicitud para trabajo; se utiliza para determinar mi elegibilidad para recibir servicios de programa y para cumplir con requisitos federales de información. Entiendo también que la falta de proporcionar la información pedida puede evitar que reciba servicios.

Firma del solicitante

Nombre en letra de molde

Fecha

Firma del solicitante

Nombre en letra de molde

Fecha

Empleador con igualdad de oportunidad de empleo/programas. Ayudas auxiliares y servicios están disponibles a solicitud para personas con discapacidad. Los clientes sordos, con dificultades de audición o discapacidad del habla pueda contactar: **Relay Texas: (800)735-2989 (TTY) o 711 (Voz)**

Brazos Valley Council of Governments Adult Education and Training
JOB/CAREER SUCCESS ORIENTATION
SCHEDULES AND DESCRIPTIONS

Workforce Center Bryan
3991 E. 29th Street
Bryan, Texas 77802

Job Club: **Date and Time: EVERY MONDAY 9:00am – 10:30am.**

Networking Support Group that offers connecting opportunities with others, while hearing tips and techniques from Human Resource Guest Speakers that give good advice on how to get hired. Looking for work is a lonely task, but by joining together with peers in your community who understand exactly what you're experiencing -- because they're going through the same thing -- you can plot and plan together to keep one another focused on achieving your Career Goals to find a job.

Career Readiness: **Date and Time: 1st and 3rd MONDAY 1:00pm – 3:00pm.**

Attendance, Business Protocol, Communication Skills, Customer Service Basics, Diversity and Positive Attitude and Motivation. Understanding the Academic Skills, Employability Skills and Technical Skills that employers are looking for.

Job Search Techniques: **Date and Time: 2nd and 4th MONDAY 1:00pm – 3:00pm.**

Understanding the 4 most successful methods of Job Search today. The Importance of connecting with others and developing a proven system to track your progress. Dealing with Unemployment Stress and Rejection.

Resume Writing & Interview Skill: **Date and Time: EVERY WEDNESDAY 1:00pm – 3:00pm.**

The do's and don'ts of resume creation. Writing a Cover Letter, understanding the interviewing process and having a great interview.

*** Referral Invitation Only**

*** TABE Testing Assessment:**

Date and Time: Every TUESDAY AND THURSDAY 1:00pm – 4:00pm

*** Unemployment Insurance Orientation:**

Date and Time: Every THURSDAY 9:30am – 11:30am

*** WORK IN TEXAS Beginner & Advanced Orientation**

Date and Time: Every FRIDAY 9:00am – 11:00am

*** Financial Literacy:**

Date and Time: 1st and 3rd FRIDAY 9:00am – 10:30am

Money Management, Creating a Budget, the ins and outs of starting a Savings Plan, and Understanding Credit Cards and your Credit Rating, tips and advice.

For similar assistance in other Counties, call your local Workforce Center at 1-800-386-7200.

Community Resources

Workforce Solutions Service Locations

- **Brazos County**
3991 E. 29th Street
Bryan, TX 77802
979-595-2800 Fax: 979-595-2810
-
- **Burleson County**
301 N. Main Street
Caldwell, TX 77836
979-567-1570 Fax: 979-567-1580
-
- **Grimes County**
1604 Stacey Street
Navasota, TX 77867
936-870-3614 Fax: 936-870-3679
-
- **Leon County**
204 E. St. Mary's Street
Centerville, TX 75833
903-536-4243 Fax: 903-536-4246
-
- **Madison County**
300 W. School, Suite 200
Madisonville, TX 77864
936-348-5111 Fax: 936-348-5115
-
- **Robertson County**
303 Post Oak
Hearne, TX 77859
979-279-0940 Fax: 979-279-0945
-
- **Washington County**
97 Dupree
Brenham, TX 77833
979-836-9997 Fax: 979-836-9935

**Workforce Solutions
Brazos Valley**

Center for Regional Services
PO Drawer 4128
Bryan, TX 77805



JOB SEEKER SERVICES

Making you more!



Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
Relay Texas: (800) 735-2989 TDD: (800) 735-2988 (voice)
TTY: (979) 595-2819



JOB SEEKER SERVICES

Workforce Solutions Brazos Valley is a publicly funded employment and training service where all job seekers can conveniently access a network of information and services responsive to their individual needs.

We serve a 7-county region which includes:

- Brazos
- Burleson
- Grimes
- Leon
- Madison
- Robertson
- Washington

Call us toll-free at: (800) 386-7200

Visit our website at: bvjobs.org

Like us on Facebook:

www.facebook.com/WorkforceSolutionsBrazosValley



Office Hours:
Monday-Friday
8:00am to 5:00pm

WE ASSIST YOU

In your search for a job and to diversify your skills

Free Services

- **Employment resources**
 - Work in Texas online registration: www.WorkInTexas.com
 - Job listings/postings and job fairs
 - Job support club
 - Access to employment resource materials such as newspapers, books, workbooks, and pamphlets
 - Labor Market Information
 - **Workshops, training, and career navigation**
 - Workshops on interviewing, career exploration/planning, resumes, and job searches
 - Career navigation
 - Educational information such as college/school brochures and course catalogs
 - Adult education and literacy classes
 - Financial fitness classes
 - Community information & referral
 - **Supportive services**
 - Layoff assistance
 - Subsidized work experience*
 - On-the-job training*
 - Child Care subsidies*
- *Eligibility based on income and restrictions.*



Free Resources

- **Equipment resources available**
 - Copier: Make copies of your resume, applications, and job postings
 - Computer resources: career exploration, typing tutors, internet access, resume, software, and more
 - Fax machine: Fax your resume to potential employers
 - Telephone: Contact potential employers

Diversify your Skills

- **Post-secondary education and training assistance for high-paying and high-growth occupations**
 - For the available occupations and trainings, see the targeted occupation list at: bvjobs.org/job-seekers/
- Financial assistance is available to eligible individuals based on income restrictions.**
- **Available assessments and certifications**
 - T.A.B.E.: Academic abilities
 - Workkeys: Basic and occupational skills as they apply to specific occupations
 - Interest inventories

VALLE DE BRAZOS

Ubicaciones de Workforce Solutions

- Brazos County
3991 E. 29th Street
Bryan, TX 77802
979-595-2800 Fax: 979-595-2810
- Burleson County
301 N. Main Street
Caldwell, TX 77836
979-567-1570 Fax: 979-567-1580
- Grimes County
1604 Stacey Street
Navasota, TX 77867
936-870-3614 Fax: 936-870-3679
- Leon County
204 E. St. Mary's Street
Centerville, TX 75833
903-536-4243 Fax: 903-536-4246
- Madison County
300 W. School, Suite 200
Madisonville, TX 77864
936-348-5111 Fax: 936-348-5115
- Robertson County
303 Post Oak
Hearne, TX 77859
979-279-0940 Fax: 979-279-0945
- Washington County
97 Dupree
Brenham, TX 77833
979-836-9997 Fax: 979-836-9935

Workforce Solutions Brazos Valley

Center for Regional Services
PO Drawer 4128
Bryan, TX 77805



SERVICIOS PARA SOLICITANTES DE EMPLEO

¡Para que Sea Más!



¿BUSCAS EMPLEO?

Empleador/Programas de igualdad oportunidad. Ayudas auxiliares y servicios están disponibles a solicitud para personas con discapacidad. Los clientes sordos, con dificultades de audición o discapacidad del habla puede contactar:

Relay Texas: (800) 735-2989 (TTY) and 711 (Voice).



SERVICIOS PARA LOS SOLICITANTES DE EMPLEO

Workforce Solutions del Valle de Brazos es un servicio de formación y empleo financiados con fondos públicos donde todos los solicitantes de trabajo pueden convenientemente acceder a una red de información y servicios que respondan a sus necesidades individuales.

Servimos una región de 7 condados que incluye:

- Brazos
- Burleson
- Grimes
- Leon
- Madison
- Robertson
- Washington

Llámenos sin costo al: (800) 386-7200

Visite nuestra sitio web en: bvjobs.org

Haz clic en “Me gusta” en Facebook:
www.facebook.com/WorkforceSolutionsBrazosValley



Horas de Oficina:
Lunes-Viernes
8:00am- 5:00pm

NOSOTROS LE AYUDAMOS

En su búsqueda de empleo y
A diversificar sus habilidades

Servicios Gratuitos

■ Recursos de Empleo

- Work in Texas registro en línea:
www.WorkInTexas.com
- Listados de trabajo y ferias de empleo
- Club de apoyo de trabajo
- Acceso a materiales de recursos de empleo como periódicos, libros, libros de ejercicios y folletos
- Información del Mercado Laboral

■ Talleres, formación y navegación de carrera

- Talleres de entrevista, exploración/planificación de la carrera, currículos y búsqueda de trabajo
- Navegación de carrera
- Información educativa como colegio/folletos de escuela y catálogos de curso
- Educación para adultos y clases de Alfabetización
- Clases para aptitudes financier
- Referencia e información de la comunidad

■ Servicios de apoyo

- Asistencia de despido involuntario
- Subsidio de experiencia de trabajo*
- Capacitación de trabajo*
- Subsidios de cuidado de niños*

Restricciones De Elegibilidad de Ingresos.

Recursos Gratuitos

■ Recursos de equipos disponibles

- Copiadora: Haga copias de su currículum, aplicaciones, and listados de trabajo
- Recursos informáticos: Exploración de carreras, tutores de mecanografía, acceso al Internet, Currículum, software, y más
- Máquina de Fax: Envía su currículum a los empleadores potenciales
- Teléfono: Póngase en contacto con empleadores potenciales

Diversifique Su Habilidades

- Educación superior y asistencia de formación para ocupaciones de alta paga y alto crecimiento
 - Para las ocupaciones disponibles y entrenamientos, consulte la lista de ocupaciones específicas en:
Bvjobs.org/job-seekers/

Ayuda financiera está disponible para individuos elegibles con base en las restricciones de ingreso.

■ Certificaciones y evaluaciones disponibles

- T.A.B.E.: Habilidades académicas
- Workkeys: Habilidades básicas u ocupacionales que se apliquen a ocupaciones específicas
- Inventarios de intereses



HELPFUL CAREER INFORMATION LINKS

www.bvjobs.org

www.workintexas.com

www.bvcog.org

www.texascaresonline.com

www.texasrealitycheck.com

www.twc.state.tx.us

www.texasworkprep.com

www.onetonline.org

www.lmci.state.tx.us/



AmericanJobCenter®

For more information,
please contact your local
Workforce Center.
Toll Free: (800) 386-7200
Phone: (979) 595-2800
Fax: (979) 595-2810

www.bvjobs.org

100% Federally Funded

Equal Opportunity Employer/Program

Auxiliary aids and services are available
upon request to individuals with
disabilities.

Deaf, hard-of-hearing or speech
impaired customers may contact Relay
Texas: 800-735-2989 (TTY) and 711
(Voice) and 979-595-2180.
Equal opportunity is the law.



AmericanJobCenter®

CAREER HIGHLIGHTS Brazos Valley



FIND OUT WHICH CAREERS:

Have the most openings

Pay the most

Require additional training



www.lmci.state.tx.us/

NEED HELP PAYING FOR CHILD CARE?

DO YOU LIVE IN...

Brazos, Burleson, Grimes, Leon, Madison, Robertson, or Washington County?

ARE YOU...

Working or in School/Training at least 25 hours a week?

OR

ARE YOU...

A teen parent who wants to complete school?

We offer a program that assists eligible families afford child care!

The program is Child Care Services (CCS)!

CALL TODAY! 800-386-7200



**To request an application or receive answers to any
of your questions, feel free to call or email us today!**

Call CCS Today:
979.595.2801, extension 2105

Email CCS Today:
CCMS@bvcog.org

Visit our Website:
www.bvjjobs.org



Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
Deaf, hard-of-hearing and speech impaired customers may contact: [Relay Texas](http://RelayTexas.org): (800) 735-2989 (TTY) or 711 (Voice).

¿NECESITA DE CUIDADO IN INFANTIL?

¿VIVE USTED EN...

Condado de Brazos, Burleson, Grimes, Leon, Madison, Robertson, o Washington?

¿ESTA USTED...

Trabajando o en capacitación durante 25 horas a la semana?



¿ES USTED...

Una madre o padre adolescente que quiere terminar de estudiar?

¡Ofrecemos un programa que ayuda a las familias elegibles pagar el cuidado infantil! ¡¡El programa es Child Care Services (CCS)!

¡Llame hoy! 800-386-7200



¡Para solicitar una aplicación o recibir respuestas a cualquiera de sus preguntas, no dude en llamar o enviarnos por correo electrónico hoy!

Llame hoy mismo CCS:
979.595.2801, extensión 2105

Correo Electrónico CCS:
CCMS@bvcog.org

Visite Nuestro Sitio Web:
www.bvjobs.org



Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
Deaf, hard-of-hearing and speech impaired customers may contact: Relay Texas: (800) 735-2989 (TTY) or 711 (Voice).

Our Partners



Brazos Valley Council of Governments

Brazos Valley Area Agency on Aging

Alzheimer's Association

Brazos Valley Center for
Independent Living

Catholic Charities

County Indigent Healthcare

Housing Choice Voucher Program

MHMR Authority of Brazos Valley

Project Unity

Rock Prairie Behavioral Health

Texas A&M Health Science Center

Texas Department of Aging and
Disabilities Services

United Way / 2-1-1 Texas

Workforce Solutions Brazos Valley

St. Joseph Senior Renewal

Sexual Assault Resource Center

How to contact the Brazos Valley Aging and Disability Resource Center:



Come by our office:
Center for Regional Services
3991 East 29th Street
Bryan, Texas 77802

Call:
1 (855) 937-2372

Visit our website:
www.bvcog.org



*Your Brazos Valley
Aging and Disability
Resource Connection!*



1 (855) 937-2372

About BVADRC



The Brazos Valley Aging and Disability Resource Center (BVADRC) works with the aging and disability community by providing information about services and supports to help individuals and families to make informed choices about their health and wellness. We are available to educate individuals of any age who have a disability, or those who are aging, their family members and caregivers to empower them to make knowledgeable decisions, streamline access to a wide variety of services and supports, and serve as a highly visible and trusted resource in the community.

The resource room is complete with brochures and informational handouts as well as five computers with equipped with different types of assistive technology. The resource room is available for you to use for your computer needs.

Information, Referral and Assistance

We will assist you by learning about your needs and directing you to the appropriate services and supports. We can provide immediate assistance on a short-term basis to you in-person and by telephone, including:

- Exploring service options
- Identifying services that will address your needs
- Ensuring service linkages
- Working with Benefits Counselors to resolve your needs
- Education about various service options

Long Term Options Counseling

Long-term Options Counseling serves the purpose of supporting consumers, family members and significant others in their deliberations about their long-term care. We aim to provide information on the full-range of options that leads to the development of an “options plan”. Counselors provide in-depth information about supports and services, the locations of services, potential costs and payment options and assist the consumer to identify preferences and potential resources to meet long-term care needs.

Systems Navigation

The Brazos Valley Aging and Disability Resource Center can assist you with navigating the Health and Human Services system. We ensure understanding and awareness of private and public benefits. Certified staff can assist you in applying for various public and private benefits in which you may be entitled, or help you in understanding the benefits you are already receiving. These benefits are a primary need for Texans who are older or who have disabilities, and can include Medicare Savings Program, Extra Help for Medicare prescription drugs, Supplemental Nutrition Assistance Program (Food Stamps), Healthcare Marketplace and local assistance programs, among others.



Project Unity is now hosting

Parenting Wisely

A program designed to help parents better understand their children and develop the skills they need to be stronger parents.

Through a ten week series of classes with interactive videos and case management, Family Support Facilitators will engage with families throughout the Brazos Valley.

*To make an appointment or
for more information call*

979-775-6788

PROJECT UNITY



for help...for hope



Benefits of Parenting Wisely:

- *Promotes safety and well-being of children and families*
- *Strengthens families and the stability of relationships*
- *Increases parents' confidence and parental knowledge*
- *Improves parenting skills and enhances child development*
- *Proven to significantly reduce child and adolescent behavior problems*

Program provides:

- Parenting Classes
- Food and Basic Needs Assistance
- Resources and Referrals
- Supportive Counseling

