

Mass Workforce Issuance

Workforce Issuance No. 14-111

Policy **Information**

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: December 23, 2014

Subject: **Requirements for Collection of Race/Ethnicity Data**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of the requirements for collection of race/ethnicity data.

Background: The U.S. Department of Labor, Employment and Training Administration in its Consolidated Compliance Review conducted during June and July 2014, issued a finding regarding collection of race/ethnicity data.

29 CFR Part 37.37(d) (“Implementation of Nondiscrimination and Equal Opportunity Provisions”) states: “Where designation of individuals by race or ethnicity is required, the guidelines of the Office of Management and Budget (OMB) must be used.” OMB Statistical Directive No. 15, adopted October 30, 1997, includes specific racial categories and requires that ethnicity be captured *prior to and separate from* race.

DOL found that MOSES was not in compliance and that the intake forms used at the three career centers reviewed did not capture this information accurately. The ethnicity question must be asked prior to and separate from race. The ethnicity question should provide two options: Hispanic or Latino and Not Hispanic or Latino. The race categories shall provide the following options: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White.

Action

Required: DCS has updated JobQuest to comply with the OMB requirement and MOSES staff view will be updated with the next build, scheduled for January 22, 2015.

All Career Centers must update their intake forms to conform to the OMB requirement. The ethnicity question must be asked prior to and separate from race. The ethnicity question should provide two options: Hispanic or Latino and Not Hispanic or Latino. The race categories shall provide the following options: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White.

Additionally, each Career Center must provide DCS with a copy of their intake form. DOL required that DCS review all local workforce area AJC intake forms and if incorrect, technical assistance must be provided to ensure the revisions have been made.

A pdf version of each Career Center's Intake Form must be sent by email to Lisa Caissie at lcaissie@detma.org by January 16, 2015. If a Career Center does not have an Intake Form they should indicate so to Lisa Cassie in responding to this Issuance.

Effective: Immediately

Inquiries: Please email all questions to PolicyQA@detma.org. Also, indicate Issuance number and description.