

ATLANTA REGIONAL WORKFORCE DEVELOPMENT BOARD INSTRUCTION 16-02

DATE: May 10, 2016

SUBJECT: Handbook for Limited English Proficiency and Disability Services

PURPOSE: Disseminate May 2016 Handbook with Limited English Proficiency Service Plan and resources for serving Limited English Proficient (LEP) customers and customers with disabilities

BACKGROUND: Implementation of the Nondiscrimination and Equal Opportunity Provisions of WIOA NPRM Final Rule revisions published in the Federal Register January 26, 2016.

REFERENCE: 29 CFR § 38.9 Discrimination prohibited based on national origin, including limited English Proficiency.

POLICIES: Limited English Proficiency Service Plan as well as Service Plan for Customers with Disabilities.

ACTION REQUIRED:

- a. All one-stop staff and youth providers must be familiar with and able to implement resources in the Handbook.
- b. All one-stop staff and youth providers must know the code assigned to them or their organization for accessing the OmniLine translation resource.
- c. All involved staff must read and initial the attached signature sheet confirming that they have received the instruction.
- d. Handbook should remain at the Reception Desk in each Career Resource Center and Youth Provider Access Point and replaces ARWB Language Translation Resources.

EFFECTIVE DATE: May 10, 2016



Rob LeBeau, Manager
Workforce Solutions

Attachment: Handbook

c: All WFD Staff, Career Resource Center Staff and Youth Providers



