

ATLANTA REGIONAL WORKFORCE DEVELOPMENT BOARD INSTRUCTION 17-03

DATE: August 18, 2017

SUBJECT: Babel Notice Required for Vital Documents

PURPOSE: Disseminate Implementation of WorkSource Atlanta Regional Babel Notice

BACKGROUND: *Babel Notice* means 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.

Vital information means information, whether written, oral or electronic, that is necessary for an individual to understand how to obtain any aid, benefit, service, and/or training; or required by law. Examples of documents containing vital information include, but are not limited to applications, consent and complaint forms; notices of rights and responsibilities; notices advising LEP individuals of their rights under this part, including the availability of free language assistance; rulebooks; written tests that do not assess English language competency, but rather assess competency for a particular license, job, or skill for which English proficiency is not required; and letters or notices that require a response from the beneficiary or applicant, participant, or employee.

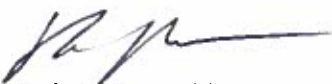
REFERENCE: Babel Notice required by 29 CFR 38.9 (g)(3): " Recipients must include a "Babel notice," indicating in appropriate languages that language assistance is available in all communications of vital information, such as hard copy letters or decisions or those communications posted on Web sites."

POLICIES: WorkSource Atlanta Regional Babel Notice added to, WIOA Application, Grievance Policies and Procedures, and Commonly Asked Questions on web site. Translation available for www.atlantaregional.org/wioatraining web site. Click on "Select Language" link at bottom of web page.

ACTION REQUIRED:

1. All WIOA staff use attached Babel Notice as necessary when sharing vital documents.
2. Going forward, the attached Grievance Policies and Procedures with Babel Notice Cover Sheet to be used for all customers.
3. It is NOT necessary to replace or update June 14, 2017 grievance procedures in current customer files.
4. Staff Sign the attached sheet and retain on site.

Sincerely yours,



Rob LeBeau, Manager
Workforce Solutions Group

Atts: Babel Notice, Grievance Procedures

C: Workforce Solutions, Career Resource Center Staff. NextGen Service Providers

Babel Notice Vital Information

IMPORTANT! This document contains important information about WIOA training guidelines including eligibility, application procedures, benefits and your rights. It is critical that you understand the information in this document. Translation assistance is available for WIOA services at www.atlantaregional.org/wioatraining. Click on "Select Language". Telephone Translation assistance of this vital document is available at the WorkSource Atlanta Regional Career Resource Center in your County: Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry, and Rockdale. For the telephone number and address www.atlantaregional.org/wioatraining.

¡IMPORTANTE! Este documento contiene información importante acerca de las guías de formación WIOA incluyendo la elegibilidad, los procedimientos de aplicación, beneficios y sus derechos. Es fundamental que usted entienda la información contenida en este documento. Ayuda de la traducción está disponible para servicios WIOA en www.atlantaregional.org/wioatraining. Haga clic en "Seleccionar idioma". Ayuda de teléfono de la traducción de este documento vital está disponible en el centro WorkSource Atlanta Regional carrera recursos en su condado: Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry y Rockdale. Para el teléfono y dirección www.atlantaregional.org/wioatraining.

QUAN TRỌNG! Tài liệu này chứa các thông tin quan trọng về nguyên tắc đào tạo WIOA trong đó có đủ điều kiện, thủ tục áp dụng, lợi ích và quyền lợi của bạn. Nó là rất quan trọng là bạn hiểu các thông tin trong tài liệu này. Hỗ trợ dịch có sẵn cho WIOA dịch vụ hội viên số www.atlantaregional.org/wioatraining. Click vào "Chọn ngôn ngữ". Điện thoại hỗ trợ dịch thuật tài liệu quan trọng này là có sẵn tại WorkSource Atlanta khu vực sự nghiệp tài nguyên Trung tâm ở quận của bạn: Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry và Rockdale. Đối với điện thoại số và địa chỉ www.atlantaregional.org/wioatraining.

중요! 이 문서에는 자격, 신청 절차, 혜택 및 권리를 포함 하여 WIOA 교육 지침에 대한 중요한 정보가 들어 있습니다. 이 문서의 정보를 이해 하는 것이 중요 하다. www.atlantaregional.org/wioatraining에서 WIOA 서비스에 대한 번역 지원을 이용하실 수 있습니다. "언어 선택"을 클릭 하십시오. 당신의 카운티에서 WorkSource 애틀랜타 지역 경력 자원 센터에서 전화 번역 지원의이 중요한 문서는: 체로키, 클레이튼, 더글라스, 페이, Gwinnett, 헨리, 및 Rockdale. 전화 번호와 주소 www.atlantaregional.org/wioatraining에 대한.

很重要! 本文档包含 WIOA 培训准则包括资格、申请程序、利益和你的权利有关的重要信息。很重要你明白此文档中的信息。翻译援助是可用于在 www.atlantaregional.org/wioatraining 的 WIOA 服务。单击"选择语言"。电话翻译协助的这份重要的文件是可用在你县的人员亚特兰大区域职业资源中心: 切诺基、克莱顿、道格拉斯、费耶特、格温莱特、亨利和其它。为电话号码和地址 www.atlantaregional.org/wioatraining。

IMPORTANT! Ce document contient des informations importantes concernant les directives de formation WIOA y compris l'admissibilité, vos droits, avantages et procédures de demande. Il est essentiel que vous compreniez les informations contenues dans ce document. Aide de traduction est disponible pour les services WIOA à www.atlantaregional.com/wioatraining. Cliquez sur « Select Language ». Aide traduction téléphonique de ce document essentiel est disponible au centre WorkSource Atlanta régionale carrière ressource dans votre Comté : Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry et Rockdale. Pour le téléphone numéro et l'adresse www.atlantaregional.org/wioatraining.

هناك إحتوي هذا المستند على معلومات هامة حول المبادئ التوجيهية للتدريب وبقوا بما في ذلك الأهلية وإجراءات التطبيق، والفوائد وحقوقك. من المهم أن تفهم المعلومات الواردة في هذه انقر فوق "اختيار اللغة". "توفر هاتف المساعدة ترجمة هذه الوثيقة. www.atlantaregional.com/wioatraining الوثيقة. الترجمة والمساعدة متاحة لخدمات وبقوا في الحيوية في مركز الموارد ووركسورسي أتلانتا الإقليمية الوظيفي في مقاطعة الخاص بك: شيروكي، كلايتون، دوغلاس، فاييت، غوينيت، وهنري، وروكنيل. العنوان ورقم الهاتف www.atlantaregional.org/wioatraining.

ВАЖНО! Этот документ содержит важную информацию о руководящих принципах подготовки WIOA, включая отбора, процедуры применения, преимущества и ваши права. Важно, что вы понимаете информацию в настоящем документе. Перевод помощи доступен для WIOA услуг на www.atlantaregional.com/wioatraining. Нажмите на «Выбор языка». Телефон помощи перевод этого жизненно важных документа доступен в Атланте WorkSource региональный карьеры ресурсный центр в вашем округе: Чероки, Клейтон, Дуглас, Fayette, Gwinnett, Генри и Рокдейл. Для Телефон номер и адрес www.atlantaregional.org/wioatraining.