



Category/Subject: Applicant Ethnicity and Race
Colorado Policy Guidance Letter#: MIS-2015-01 (prior #15-08-WIOA)
Revise/Replace PGL#: N/A
Date: June 15, 2015
Distribution: CDLE Management/Finance, State/Local Workforce Directors & Staff, Partners

I. REFERENCE(S):

- [OMB Statistical Directive No. 15](#)
- 29 CFR Part 37 (“Implementation of Nondiscrimination and Equal Opportunity Provisions”)

II. PURPOSE:

- To provide guidance on the federal requirements for collecting and reporting data on applicant ethnicity and race;
- To require that relevant local policies, forms, and systems for applicant data collection and reporting are in compliance with federal requirements; and
- To ensure compliance on the part of the state and local workforce areas with these requirements

III. BACKGROUND:

As a result of the USDOL Regional Office data validation review conducted during April 2015, Colorado is required to revise how it collects and reports data regarding Ethnicity and Race. At the state level, CDLE will be making the required changes to Connecting Colorado by no later than July 1, 2015. At the local level USDOL requires that local workforce areas modify any paper applications and/or intake forms currently used for federal workforce programs (Wagner-Peyser, WIA, WIOA, TAA, discretionary grants, etc.) to gather information about an applicant’s Ethnicity and Race. This PGL conveys the guidance for complying with the local requirements.

IV. POLICY/ACTION:

In accordance with [OMB Statistical Directive No. 15](#), Ethnicity for applicants must be captured prior to and separate from Race, and specific racial categories must be used. The following format is illustrative of the requirement:

The following questions are for informational purposes only, and you are not required to answer:

Ethnicity:

- -- Hispanic or Latino
- -- Not Hispanic or Latino

Race:

- -- American Indian or Alaska Native
- -- Asian
- -- Black or African American

- -- Native Hawaiian or Other Pacific Islander
- -- White

Local workforce areas must review and revise any intake paperwork currently including questions about Ethnicity and Race to reflect these changes. Local areas are not required to add Ethnicity and Race to their WIOA, TAA or other program applications, if they are not currently asking these questions, because Connecting Colorado will automatically transfer the responses provided during Wagner-Peyser registration to the on-line registrations for these programs.

Copies of the revised forms are due to your Regional Liaison by no later than Friday, June 19, 2015. Once the forms have been reviewed and approved, local workforce areas are to provide guidance to staff on their use and, accordingly, revise any local policies and procedures that relate to the application and intake process. In addition, CDLE will notify local areas once the Connecting Colorado changes are in place and provide any necessary guidance. Please contact your Regional Liaisons for any technical assistance you may require with regard to these changes.

V. IMPLEMENTATION DATE: Upon receipt of the PGL.

VI. INQUIRIES:

Please direct all inquiries to your Regional Liaison at Workforce Development Programs.

Elise Lowe-Vaughn, Director
Workforce Programs, Policy, and Strategic Initiatives