



**PY 2016-17 Local Workforce Development Board (LWDB) Demographic Process Management Review Tool**

**LWDB Name and Number:** \_\_\_\_\_

**Dates of Review:** \_\_\_\_\_

**Review Period:** \_\_\_\_\_

**LWDB Staff Completing the Tool:** \_\_\_\_\_

**Authority - 29 CFR 37.37(b)(2) and DEO Guidelines for Compliance with Section 188 of the Workforce Innovation and Opportunity Act: Collection of Demographic Data.**

Demographic Data	YES	NO	COMMENTS
1. Does the LWDB have any local operating policies and procedures related to the collection of demographic information on participants (race/ethnicity, gender, age, and disability status)? If yes, provide a copy of the policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the LWDB ask customers to provide demographic information? If yes, at what point is the information provided? (Note: If collected via a Kiosk system, sign-in sheet or other means, please provide a screenshot of the Kiosk page or a copy of a sign-in sheet).	<input type="checkbox"/>	<input type="checkbox"/>	
3. If no to #2, how is this information collected? (Please explain in comment section).	<input type="checkbox"/>	<input type="checkbox"/>	
4. If collected via a Kiosk system or sign-in sheet, does the LWDB indicate that providing demographic information is voluntary?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does the LWDB indicate that the information will be kept confidential as provided by law?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Does the LWDB indicate that refusal to provide the information will not subject the individual to any adverse treatment?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Does the LWDB indicate that the information will be used only in accordance with the law?	<input type="checkbox"/>	<input type="checkbox"/>	