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# PY 2017-18 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.
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. 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).
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. If no to #2, how is this information collected? (Please explain in comment section).
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. If collected via a Kiosk system or sign-in sheet, does the LWDB indicate that providing demographic information is voluntary?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. Does the LWDB indicate that the information will be kept confidential as provided by law?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. Does the LWDB indicate that refusal to provide the information will not subject the individual to any adverse treatment?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. Does the LWDB indicate that the information will be used only in accordance with the law?
 |  | [ ]  |  | [ ]  |  |  |