

Babel Notice Requirements

Forms, documents, and/or electronic communications that may or may not require a Babel notice		Babel notice required?
a.	Dual- or multi-language forms, documents, and/or electronic communications that contain translations in the Board’s designated language. All information on these forms, documents, and/or electronic communications must be translated—there cannot be sections or words that are in English only (or in another language only).	Not Required
b.	Forms, documents, and/or electronic communications provided in both English and the Board’s designated languages.	Not Required
c.	Forms, documents, and/or electronic communications provided in the customer’s primary language.	Not Required
Forms, documents, and/or electronic communications that contain information that the customer needs to know in order to obtain or retain a service or benefit.		Required unless a, b, or c applies
Forms, documents, and/or electronic communications that contain information about rights, responsibilities, or potential consequences.		Required unless a, b, or c applies
Forms, documents, and/or electronic communications that require customers to consent to terms of agreement or consent to perform certain actions.		Required unless a, b, or c applies
Forms, documents, and/or electronic communications that request that the customer provide confidential information or provide information as a condition of receiving services or benefits.		Required unless a, b, or c applies
Forms, documents, and/or electronic communications used to obtain the customer’s consent to release confidential information, or permit or consent to a background check or drug screening.		Required unless a, b, or c applies
Information required by law, regulation, rule, or policy to be provided to the customer.		Required unless a, b, or c applies
Forms, documents, and/or electronic communications intended for customers accessing, attempting to access, or being outreached for workforce system programs or services, including job seekers, providers, or parents. Examples include, but are not limited to: <ul style="list-style-type: none"> • forms that customers fill out; • letters that require action; • documents used to promote Workforce Solutions Office services; and • forms that customers must understand to apply for, or use to take advantage of, a service or benefit. 		Required unless a, b, or c applies