TRAINING AND EMPLOYMENT NOTICE	NO. 14-05
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TO: ALL STATE WORKFORCE LIASONS
           ALL STATE WORKFORCE AGENCIES
           ALL STATE WORKFORCE INVESTMENT BOARD CHAIRS
           ALL LOCAL WORKFORCE INVESTMENT AREAS

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SUBJECT: Release of On-Line Training Resources of Census Data on Limited English Proficiency individuals in Local Workforce Areas and a translatable Glossary of Workforce Terms

1. **Purpose**. To announce the release of the *Special Tabulation of Census 2000 Data on Limited English Proficient Adults*, and a Glossary of Translated Workforce Terms. These are planning and resource tools for states and local workforce areas to use in providing services to Limited English Proficient (LEP) groups in those areas.

2. **References**. Title I, Section 188 of The Workforce Investment Act of 1998, (29 U.S.C. 2938); Executive Order 13166 "Improving Access to Services for Persons With Limited English Proficiency"; TEGL 26-02 "Publication of Revised Guidance Regarding the Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient (LEP) Persons"; and http://www.doleta.gov/reports/CensusData/LEPhispanic initiative.cfm.

3. **Background**.

    A. The demographics of the American workforce are changing dramatically, in part due to an influx of immigrants and refugees, and also due to rapidly growing segments of non-English speaking groups. These changes have created an increasing need to ensure that federal funds and services are made available to these individuals, many of which have limited English proficiency.

       Executive Order (EO) 13166, issued in 2000, and the Civil Rights Act of 1964 require that all federal agencies and grantees ensure that meaningful access to government

services will be provided to individuals with limited English proficiency. Under the EO federal agencies were directed to create Departmental guidance regarding access to services. Accordingly, the Department of Labor issued LEP guidance to the system and published it in the Federal Register, Volume 68, Number 103, on May 29, 2003. This guidance is Training and Employment Notice 26-02 posted at www.doleta.gov.

In addition, the Employment and Training Administration (ETA) established an internal work group to make recommendations on the needs of this population in the public workforce system and to develop tools and resources designed to assist states and local areas with ensuring meaningful access per the LEP guidance.

The Special Tabulation was done on each state and local workforce area throughout the nation, and the results are available to state and local workforce planning entities and the general public. The data for the LEP Special Tabulation was extrapolated from a 1-in-6 sample of U.S. households contacted for the 2000 Census, which is also used for many tabulations found in the American FactFinder at http://factfinder.census.gov.

B. The purpose of creating these tools was to provide our grantees with sources of information and high quality data on LEP populations at the state and local levels in an easy-to-use format that conforms with our local workforce investment areas (LWIAs). We feel the census data will be of great value to the workforce investment system officials as they plan services for LEP populations in their areas. This is a technical assistance tool and its use by grantees is voluntary.

4. **Using the Census Data**.

A. Contents: The LEP Special Tabulation contains data on 39 language groups and language clusters. The tabulations are designed to match with the service areas of states, and LWIAs. Individuals can view data for a whole state or a specific local area. In order to access the LEP Special Tabulation, go to http://www.doleta.gov/reports/CensusData/eta default.cfm.

The data for each state and LWIA is located in a Microsoft Excel workbook file containing six pages. These pages include:

- Introduction Page: Provides detailed descriptions of the tables, their source data, tips for using Excel, and other background information;
- Glossary: Provides definitions of important terms used within the tables;
- Quick Reference Guide: Provides a sample of each table, with notes to help in interpreting the results;
- Table 1 - Total Population: Shows the number of people who speak a language other than English at home, along with a self-reported measure of how well they speak English. This table includes the entire population age 5 and above.
- Table 2 - Adults: Also shows the number of people who speak a language other than English at home, along with a self-reported measure of how well they speak English. This table differs from Table 1 in that it is limited to the population age 18 and above.
- Table 3 - Characteristics: Provides a number of socio-economic characteristics of the population that reports speaking English "not very well" or "not at all" including their employment status, occupation, income, earnings and other labor market characteristics.

These Census tables were specifically designed for use by workforce system professionals. They are different from any other tables available in the Census Public Use Tables, and are easy to use.

B. How to Access the Data: To access the data, simply go to the map of the United States and click on the link to your state. This will pull up the state's page providing instructions on what state and local workforce investment area data files are available for that state. To view the data select a specific data file and click on it.

C. How to Use the Data: According to the regulations implementing the nondiscrimination and equal opportunity provisions of Section 188 of the Workforce Investment Act of 1998, WIA programs or activities are required to take "reasonable steps to provide services and information in appropriate languages."

To achieve this, DOL issued guidance in TEGL 26-02 which suggests that grantees assess the number of, or proportion of, the LEP population residing in the service area. To determine how many LEP individuals are in their service area and their language background, grantees can use Tables 1 and 2 of the LEP Special Tabulation Data Tool. To determine those who are "most likely" to need workforce investment services grantees can use the employment and poverty status data found in Table 3.

For example, if the data shows a particularly large number of a specific language group with limited English proficiency and a high number in the "unemployed" or "not in the labor force" categories, the guidance should be followed to ensure reasonable access to public workforce system services. If the data shows multiple language groups represented in a service area, grantees can use this data to create and post notices in the appropriate languages at the One-Stop Center and in other appropriate locations, notifying LEP individuals of the language assistance services available and a schedule for services if appropriate.

D. <u>Limitation of Data</u>: The data contained in the special tabulation captures a single point in time, February 2000. Please note that some population characteristics may have changed since the data was run. In addition, there are some LWIAs for which data could not be tabulated separately because of their small population size and confidentiality concerns. However, overall data for those LWIAs has been combined and can be found in the "Balance of State" portion of the state file.

5. <u>Glossary of Workforce Terms</u>

With the large amount of terminology in the workforce development field, it can be challenging for staff working with LEP clients to be knowledgeable about all applicable policies and terms, and to be able to convey them properly to their customers. It can be even more challenging for newer bilingual staff, interpreters or translators, bilingual in another language, but not familiar with the intricacies of WIA policies.

To meet this need, a glossary of relevant terms has been compiled to enable service providers to explain key terms to LEP individuals and as a resource for bilingual staff, interpreters and translators.

The Glossary of Workforce Terms is presented in an easy to use format. The glossary has been translated into 17 languages, with each language having two versions. One version is alphabetized in order of the English terms, and the second version alphabetized in order of the non-English terms (font permitting).

The glossary is available in the following languages: Arabic, Cambodian (Khmer), Chinese, Creole, Farsi, French, Hindi, Hmong, Italian, Korean, Lao, Polish, Portuguese, Russian, Spanish, Tagalog, Vietnamese, and English.

The direct link to the Glossary of Workforce Terms is

http://www.doleta.gov/usworkforce/LEP/glossary/.

6. Availability: Information is free and available at http://www.doleta.gov/reports/CensusData/eta default.cfm to all state and local workforce stakeholders for use in determining the language assistance needs in their areas. Regional Offices of ETA have a very limited number of data discs as well.

7. Action Required: Please visit the LEP Web site at http://www.doleta.gov/reports/CensusData/LEPhispanic initiative.cfm, bookmark it and share this information broadly. Questions may be directed to the Regional Office of ETA for your area.