

## Forms, Documents, and/or Electronic Communications that Require a Babel Notice

The following require a Babel notice:

- Forms, documents, and/or electronic communications that contain information that the customer needs to know to obtain or retain a service or benefit
- Forms, documents, and/or electronic communications that contain information about rights, responsibilities, or potential consequences
- Forms, documents, and/or electronic communications that require customers to consent to terms of agreement or consent to perform certain actions
- 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
- 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
- Information required by law, regulation, rule, or policy to be provided to the customer
- 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:
  - forms that customers fill out;
  - applications;
  - rulebooks;
  - written tests that do not assess English language competency;
  - letters that require action, including Reemployment Services and Eligibility Assessment (RESEA) communications; and
  - forms that customers must understand to apply for, or use to take advantage of, a service or benefit.

Forms, documents, and/or electronic communications **do not** require a Babel notice when:

- they are provided in the customer's primary language; or
- they contain translations of all content in the Board's designated Babel notice languages.