

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

Forms, documents, electronic communications, and/or information require a Babel notice if they do any of the following:

- Contain information that the customer needs to know to obtain or retain a service or benefit
- Contain information about rights, responsibilities, or potential consequences
- Require customers to consent to the terms of an agreement or consent to perform certain actions
- Request that the customer provide confidential information or provide information as a condition of receiving services or benefits
- Are used to obtain the customer's consent to release confidential information or to permit a background check or drug screening
- Contain information required by law, regulation, rule, or policy to be provided to the customer
- Are intended for customers accessing, attempting to access, or receiving outreach 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 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
- contain translations of all content in the Board's designated Babel notice languages.