



**Department of Workforce Services
and
Arkansas Workforce Investment Board Issuance PY 08-04**

From: Artee Williams, Director
Kenneth Ferguson, Executive Director

Date: August 22, 2008

Subject: WIA Policy on Ethnicity & Race Data Collection

1. Purpose: To issue WIA Ethnicity & Race Data Collection Policy
2. General Information: The Federal Regulations at 29 CFR 37.37(d), require that "where designation of individuals by race or ethnicity is required, the guidelines of the Office of Management and Budget (OMB) must be used". The Office of Management and Budget Federal Register Notice dated October 30, 1997 requires the following for the collection of ethnicity and race: (1) there can be no reference to "Eskimo". The correct terminology is "American Indian or Alaska Native", (2) Ethnicity must be collected prior to and separate from race.

All locally developed data collection forms must not refer to "Eskimo" but instead use "American Indian or Alaska Native", (do not use "Alaskan"). Ethnicity, Hispanic or Latino, must be listed on the form first prior to and separate from race. Do not include Hispanic or Latino within the race list.

Hispanic or Latino must be designated as follows:
"Hispanic or Latino", and
"Not Hispanic or Latino"

All races must be listed on the form which include: White, Asian, Black or African American, Native Hawaiian or other Pacific Islander, American Indian or Alaska Native. The form should instruct the individual to "mark one or more" or "select one or more".

3. Action Required: Please review all locally developed data collection forms where race and ethnicity are collected and modify if necessary to meet OMB requirements.
4. Inquiries: Questions regarding this issuance may be directed to Sandy Monaco, 501 682-3131 or sandy.monaco@arkansas.gov
5. Expiration Date: Continuing