

ELEMENT 6

DATA AND INFORMATION COLLECTION MAINTENANCE

Reference: 37.54(d)(1)(iv) and (vi)

Pursuant to 29 CFR 37.53, the local Workforce Investment Board shall collect and maintain information on applicants, registrants, eligible applicants/registrants, participants, terminees, employees and applicants for employment to provide data for determining compliance with eligibility requirements and nondiscrimination and equal opportunity provisions. The local WIB must also record race/ethnicity, sex, age, and where known disability status of every applicant registrant, eligible applicant/registrator, participant, terminee, applicants for employment and employees.

Such information shall be stored in a manner that ensures confidentiality and used only for the purpose of record keeping and reporting; determining eligibility, where appropriate for Workforce Investment Act funded programs.

The system and format in which the records and data are maintained is designed to allow the WIB and CRC to conduct statistical and other quantifiable data analysis which will verify the local WIB's compliance with Section 188 of WIA.

The local WIB shall maintain such records in a confidential manner for not less than three years from the close of the applicable program year. Records regarding complaints shall be retained for not less than three years from the date of resolution of the complaint.

The local WIB shall also maintain a log of complaints filed that allege discrimination on one or more of the bases and notify the Director of administrative enforcement and the recipient when any such action or lawsuits are filed.

It must be determined that the local WIB is operating its WIA funded programs and activities in a nondiscriminatory manner and the process of Data and Information Collection and Maintenance will identify compliance and non-compliance.

EO Reports

- EEO Annual Program by Race and Gender Report
- Job Service Quarterly Report
- WIA Totals Report

The Arkansas Job Link (AJL) maintains records on applicants/registrator and eligible applicants/ registrator for services under Title I-B of the Workforce Investment Act of 1998 (WIA) and participants and terminees who received service under Title I-B of WIA. AJL also provides a place for users to enter and maintain race/ethnicity, sex, date of birth, and disability status of each individual in the categories identified.

Every person who enters a Workforce Center completes a One-Stop Registration which is entered into AJL. This consists of core demographic and address information along with

additional data elements required by the State Workforce Investment Board to be gathered. Race/ethnicity, sex, date of birth, and disability status is included in this information. If the person requests assisted services under Title I-B, and Intake Registration is entered into AJL. This is the information required to determine the person's eligibility status. At this point, the case manager (or employee of the Workforce Center) enters the eligibility status of the person into the system. If the person is eligible and chooses to receive services, the person is enrolled/registered into a WIA Title I-B service program and begins receiving services. AJL maintains all the information required for DOL reporting concerning the participant's services. When the participant is exited from the service program, follow-up information is maintained on the participant for 5 quarters following the exit quarter.

EO reports will be available in AJL. The EO Officer, and other authorized users, will have access to generate these reports on a statewide level or at a LWIA level.

DOCUMENTATIONS

1. EEO Annual Program by Race and Gender Report
2. Job Service Quarterly Report
3. WIA Totals Report
4. Document to Communicate Information/Reports to CRC
5. Confidentiality