

DEED Babel Notice Guidance

What is a Babel Notice?

A Babel notice is a short notice included in a document or electronic medium (e.g., website, “app,” email) in multiple languages informing the reader that the communication contains vital information, and explaining how to access language services to have the contents of the communication provided in other languages.

Who’s responsible to provide the Babel notice?

WIOA recipients are responsible for providing a Babel notice on any documents deemed vital.

When are you supposed to provide a babel notice?

Recipients should include a babel notice in all communications of vital information, such as hard copy letters or decisions, or other communications posted on websites.

What documents or information is considered vital?

Vital documents and information includes:

- applications;
- consent forms;
- letters containing important information regarding participation in a program or activity;
- notices pertaining to the reduction, denial or termination of services or benefits and of the right to appeal such actions;
- notices that require a response from beneficiaries;
- information on the right to file complaints of discrimination;
- notices advising LEP persons of the availability of free language assistance;
- and, other outreach materials be translated into the languages other than English of each regularly encountered LEP group eligible to be served or likely to be directly or significantly affected by the DOL program or activity.

Why is it important to have a Babel notice?

Babel notices are important because they communicate the need for translation of vital information if needed. Babel notices are used to inform customers of their right to understand the vital documents presented to them when interacting with WIOA services. Even if you perceive the customer to understand English and they ask for documents in another language, they should be provided to ensure that all vital information is understood in the most efficient way possible.