



Local Operating Procedure

SECTION: Operations	PROCEDURE#: LOP22	PAGE 1 of 2
TITLE: Collection of Demographic Data	EFFECTIVE DATE: October 16, 2022	

DISTRIBUTION: CareerSource North Central Florida Staff

PURPOSE: To establish guidance for CareerSource North Central Florida (CSNCFL) staff, volunteers, interns, and DEO employees located in CSNCFL facilities, whether they are on CSNCFL property or off site; partner agency staff located within CSNCFL facilities; program contractors; and other authorized users for the purpose of fulfilling requirements of collecting demographic data of job seekers.

BACKGROUND: CSNCFL adheres to DEO's policies and procedures surrounding the Collection of Demographic Data and staff must be trained during onboarding and on an annual basis in order to maintain the standards.

Procedure

The process by which demographic information is collected for every jobseeker is as follows:

- a. All jobseekers are required to complete a basic registration within Employ Florida (EF), which includes a request for all required demographic information.
- b. All jobseekers are required to sign into the Atlas kiosks, which requests required demographic information, each time they utilize services provided by a Career Center.

While the demographic information is requested, it is not a requirement to receive services.

Members of the Leadership Team monitor nondiscrimination and equal opportunity compliance using EF standard reports on a quarterly basis.

REFERENCES

- **Public Law 113-128, Workforce Innovation and Opportunity Act**
- **Section 29, Part 37 of the Code of Federal Regulations**
- **Section 188 of the Workforce Innovation and Opportunity Act**

GUIDELINES: Federal regulations require the collection, recording and maintenance of demographic information about an individual's race/ethnicity, gender age and where known, disability status for every applicant and registrant. All Career Centers must comply with the nondiscrimination and equal opportunity provisions regarding Collection of Demographic Data.

OFFICIAL SIGNATURE

A handwritten signature in blue ink, appearing to read "Phyllis Marty", with a stylized, cursive script.

PHYLLIS MARTY
Chief Executive Officer