Language Access Plan

**Name of Jurisdiction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Plan Statement

­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has adopted this plan to provide access to its programs and activities by persons with Limited English Proficiency (LEP). A Limited English Proficient (LEP) person is a person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English. In accordance with federal guidelines, \_\_\_\_\_\_\_\_\_\_\_\_\_ will make reasonable efforts to provide or arrange free language assistance for its LEP citizens.

# Population Statistics

According to the U. S. Census Bureau data, the estimated population of \_\_\_\_\_\_\_\_\_\_\_ for 2015 was \_\_\_\_\_\_\_\_\_\_\_. Of that total \_\_\_\_\_\_\_\_\_\_\_% spoke a language other than English at home. The other languages spoken include Spanish Speakers \_\_\_\_\_\_\_\_\_\_\_%, other Indo-European \_\_\_\_\_\_\_\_\_\_\_%, Asian/ Pacific Islander \_\_\_\_\_\_\_\_\_\_\_% and other languages \_\_\_\_\_\_\_\_\_\_\_%. Contact with persons of ‘Limited English Proficiency’ shows **Spanish** language assistance is by far the primary language assistance need.

\_\_\_\_\_\_\_\_\_\_\_ currently has \_\_\_\_\_\_\_\_\_\_\_ residents that do not speak English very well. Over the past year \_\_\_\_\_\_\_\_\_\_\_ has had calls/requests from non-English speaking citizens amounting to less than 1% of the calls/requests for the city. Those calls were in \_\_\_\_\_\_\_\_\_\_\_.

# Language Assistance

\_\_\_\_\_\_\_\_\_\_\_ will make available ‘I Speak Cards’ to any applicant or resident that has LEP. They will be located in the ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_ and visible to anyone. We will also post information that translators can be made available upon request and that translators will be provided to applicants and residents who have LEP. We will also provide a link on our website that directs applicants to the ‘I Speak Cards’ online. Translators will be provided for Spanish speaking people with LEP using current employees from \_\_\_\_\_\_\_\_\_\_\_ that speak Spanish. Other languages that need translating will be provided by\_\_\_\_\_\_\_\_\_\_\_, located at \_\_\_\_\_\_\_\_\_\_\_. Their telephone number is \_\_\_\_\_\_\_\_\_\_\_. Interpreter hours of operation are 24/7.

# LAP Plan Distribution and Training

The LAP Plan will be distributed to all staff at \_\_\_\_\_\_\_\_\_\_\_ and will be available in the \_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_ staff will receive annual training on the Language Access Plan (LAP). All new employees will be trained upon hiring so that they understand the LAP.

**Signature:**