Civil Rights Limited English Proficiency Procedure

Purpose: To provide a consistent plan for Civil Rights Compliance Ensure State and Local agency compliance with Federal (and) State requirements for the provision of language service to Limited English Proficiency (LEP) individuals or groups

Procedure: Limited English Proficiency

Child Nutrition Staff will gather and review data from DOE Student Information System to determine any pockets of second languages that should be addressed yearly at minimum. The data will be retrieved from the DOE database. Data will be used to determine areas of higher need for different languages. Child nutrition will work with local districts to provide the information. A log will be maintained to track requests for assistance. The LEP.gov website may also be used to determine need of community.

Child Nutrition will consult with the DOE LEP liaison to plan appropriate courses of action in areas of need. Child Nutrition will provide resources to districts which may include translated forms and materials based on need.

Training SFAs, State Agency staff will provide training to SFAs

- Analysis of data
  - Maine DOE SIS data base
  - www.lep.gov web page
  - Local community organizations
- Determining need
  - The proportion to population geographically
- Provision of service suggestions
  - Translation service
  - “I speak” cards
  - Location and availability of interpreter services
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- Appropriate interpreters
- Language line
- Resources available and cost

This will be delivered by state agency staff in various methods including but not limited to webinars, live meetings, web pages, list serve and local technical assistance.

Reference: USDA FNS -113-1 Instruction, FNS SP37-2016, 7 CFR Part 15