**Civil Rights Limited English Proficiency** **Procedure**

**Issue Date**: November 2018

**Revised Date**: June 2020

**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

**Scope**:

**Policy Statement**:

**Statutes, Rules or References**:

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

**Definitions**:

**Civil rights** means no child shall be denied benefits or be otherwise discriminated against because of race, color, national origin, age, sex, or disability. SAs and SFAs must comply with Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; 7 CFR 15, 15a, and 15b; and FNS Instruction 113-1, *Civil Rights Compliance and Enforcement – Nutrition Programs and Activities.*

**Responsibilities**:

**Procedure**:

1. 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](http://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
* 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.

**Document History & Distribution**:

This document will be distributed to Maine DOE staff and posted on the Maine Data Warehouse web page.

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| Version | Revision Log | Date |
| Version 1.0 | Initial Publication | April 9, 2019 |
| Version 1.1 | Reformatted Publication | June 2020 |

Date: April 1, 2020 Division Director Signature:

Date: April 1, 2020 Commissioner Signature:

 (or Commissioner’s Designee)