Elements which may be helpful in designing an LEP policy or plan:
*Identifying LEP persons who need language assistance.
*Identifying ways in which language assistance will be provided.
*Training staff.
*Providing notice to LEP persons.
*Monitoring and updating LEP policy.

Language Assistance Services
*Oral interpretation services
*Bilingual staff
*Telephone interpreter lines
*Written language services
*Community volunteers

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The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.
The federal government and those receiving assistance from the federal government must take reasonable steps to ensure that LEP persons have meaningful access to the programs, services, and information those entities provide. This will require agencies to think "outside the box" for creative solutions to address the needs of this ever-growing population of individuals, for whom English is not their primary language.

**Who is a Limited English Proficient Person?**
Persons who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English can be limited English proficient, or "LEP." These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter.

**Who Must Comply and Who Can be Found in Violation?**
All programs and operations of entities that receive assistance from the federal government (i.e. recipients), including:
- State agencies
- Local agencies
- Private and nonprofit entities
Sub recipients (entities that receive federal funding from one of the recipients listed above) also must comply.

All programs and operations of the federal government also must comply.

**LEGAL AUTHORITY**

**Recipient**
Title VI 1964 Civil Rights Act
"No person in the United States shall on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance".

The United States Supreme Court in Lau v. Nichols (1974) stated that one type of national origin discrimination is discrimination based on a person's inability to speak, read, write, or understand English.

**OBLIGATIONS**

**FOUR-FACTOR ANALYSIS**
Recipients and Federal Government
Executive Order 13166
-On August 16, 2000, this Order "Improving Access to Services for Persons with Limited English Proficiency" was issued and directed federal agencies to:
* Publish guidance on how their recipients can provide access to LEP persons
* Improve the language accessibility of their own programs.
* Break down language barriers by implementing consistent standards of language assistance across federal agencies and amongst all recipients of federal financial assistance.

The Order covers all federal and federally assisted programs and activities.

Who Must Comply and Who Can be Found in Violation?
All programs and operations of entities that receive assistance...