

Limited English Proficiency (LEP) Policy

University of Nebraska-Lincoln Extension and Research are committed to our program participants with limited English proficiency. We conduct ongoing training so that faculty and staff better understand the laws that prohibit discrimination on the basis of national origin, some of whom will have limited English proficiency. The following information is to be used by faculty and administrators as they determine measures to ensure that extension and research programs are accessible to all people.

Laws, codes and executive orders:

7 CFR, Part 15 is the Code of Federal Regulation that effectuates program accessibility and all other aspects of the civil rights laws for USDA.

Title VI, Civil Rights Act of 1964 bans the following discriminatory actions:

- Disparate treatment
- Denial of services
- Barriers based on language that interfere with:
 - understanding and exercising important rights (voting or filling out an application),
 - complying with responsibilities (paying taxes),
 - understanding information provided by federally funded programs and activities (OSHA safety training), and
 - accessing program services.

Four LEP factors to consider:

1. Number /proportion of LEP persons
2. Frequency of contact
3. Nature and importance of program/activity
4. Available resources and costs

Language assistance measures

Language assistance measures are “communication accommodations” that enable LEP persons to access program services and or experience them at an acceptable level.

These measures include, but are not limited to the following examples:

- Applications and forms **translated** into multiple languages.
- **Notification** of availability of services and programs to translate/multiple languages.
- **Telephone relay** interpretation (for public notification and general information).
- Low or mixed-literacy and **bilingual** materials.
- Program **volunteers and staff** who are bilingual or multi-lingual.