

# LEP (Limited English Proficiency) Policy

## NESD Head Start

A person with Limited English Proficiency is someone who does not speak English as his or her primary language and who has a limited ability to read, write or understand English. Head Start is required to communicate that meals are free in an understandable and uniform format to the maximum extent practicable, in a language the parents/guardians can understand.

Not providing these services is discrimination based on national origin in violation of Title VI of the Civil Rights Act of 1964. Head Start is responsible for ensuring LEP individuals receive the language services they need to complete the application and verification process. LEP individuals will receive the same information as non-LEP individuals.

\*How do we determine the number of families with LEP?

Since this is an income-based program, we receive a list of qualifying children from the Department of Social Services. We also recruit at companies who employ staff with LEP.

\*Which organizations do we work with to seek applicants with LEP? How do we know what languages we need interpreted?

Lutheran Social Services works with refugee families. We also receive referrals from WIC, other community organizations, and public schools.

\*How do we communicate with LEP families?

Hired interpreters assist with completing forms, sharing information and answering questions before school begins. Pre-recorded School Reach messages and pre-written messages by interpreters are available for the languages needed. Google translate is also utilized. Interpreters assist with making medical appointments and parent-teacher conferences.

\*Resources:

NESD Head Start – DLL Coordinated Approach and Program Preparedness Checklist Version 5.0, A Tool to Assist Head Start and Early Head Start Programs to Assess Their Systems and Services for Dual Language Learners and Their Families.

\*How do we pay for this?

Head Start Funds

\*Confidentiality

All interpreters sign confidentially agreements.