

**Traverse County Social Services Department  
202 Eighth Street North  
Wheaton, Minnesota 56296**

**LIMITED ENGLISH PROFICIENCY PLAN**

**Effective Date: October 26, 2001**

**LEP Coordinator: Marg Schmitz**

**320-563-8255**

A. Purpose and Legal Basis

The purpose of this limited English proficiency plan is to ensure meaningful access to program information and services for persons with limited English language proficiency. The legal basis for this plan comes from Title VI of the Civil Rights Act of 1964. This plan implements the Title VI language access responsibilities of human services providers receiving federal financial assistance from the U.S. Department of Health and Human Services.

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## B. Legal Authorities/References

According to the Office for Civil Rights (OCR), in order to avoid discrimination on the basis of national origin against persons with limited English language proficiency, recipients of federal financial assistance from the U.S. Department of Health and Human Services must take adequate steps to ensure that persons with limited English proficiency receive the language assistance necessary to allow them meaningful access to services, free of charge. This limited English Proficiency Plan for Traverse County Social Services Department has been completed at OCR's instruction. In OCR's August 30, 2000, policy guidance, issued to interpret the regulations under Title VI, OCR states that a recipient of federal financial assistance can ensure effective communication (which leads to meaningful access) by implementing a limited English Proficiency Plan that accounts for how the recipient (agency) will provide language assistance services when they are needed by applicants, clients, and members of the public.

- **Title VI of the Civil Rights Act of 1964**, 42 U.S.C. §2000 et seq.: 45 CFR §80. Nondiscrimination Under Programs Receiving Federal Financial Assistance Through the U.S. Department of Health and Human Services Effectuation of Title VI of the Civil Rights Act of 1964.
- **Office for Civil Rights Policy Guidance**, 65 Fed. Reg. 52762 (2000), Department of Health and Human Services, Office for Civil Rights, Policy Guidance on the Prohibition Against National Origin Discrimination As It Affects Persons With Limited English Proficiency (August 30, 2000); OCR Website: [www.hhs.gov/ocr/lep/](http://www.hhs.gov/ocr/lep/).
- **Department of Justice Regulation**, 28 CFR §42.405(d)(1), Department of Justice, Coordination of Enforcement of Non-Discrimination in Federally Assisted Programs.

## C. Written Plan

### 1. Persons Covered by Policy - Identifying Clients with Limited English Proficiency

Traverse County Social Services Department Limited English Proficiency Plan has been developed to serve its clients, family members of clients or prospective clients, or other interested members of the public (hereafter called "clients") who do not speak English or who speak limited English.

A client has limited English language proficiency (LEP) when he/she is not able to speak, read, write, or understand the English language at a level that allows

him/her to interact effectively with Traverse County Social Services Department staff. Sometimes it is not this easy to identify a person with LEP. Some clients may know enough English to manage basic life skills, but may not speak, read, or understand English well enough to understand in a meaningful way some of the more complicated concepts they may encounter within the human services systems (i.e. legal, medical, or program language). These clients may also fit the description of a person with LEP.

2. Statement of Commitment to Meaningful Access

No person will be denied access to Traverse County Social Services Department's programs or program information because he/she does not speak English or speaks limited English. Traverse County Social Services Department will provide effective communication between clients with LEP and Traverse County Social Services Department staff by making appropriate language assistance services available when clients need these services. Clients will be provided with meaningful access to programs and services in a timely manner and at no cost to the client.

3. Offering Language Assistance Services

Staff will initiate an offer for language assistance to clients who have difficulty communicating in English, or when a client asks for language assistance. Whenever possible, staff are encouraged to follow the client's preferences. For example, if a client wants a family member or friend to interpret rather than a Traverse County Social Services Department provided interpreter, staff should allow this if doing so will not violate the client's data privacy rights and the friend/family member can demonstrate that he/she is competent to interpret. Staff must offer free interpretation and/or translation services to persons with LEP in a language they understand, in a way that preserves confidentiality, and in a timely manner. [See rule for using family and friends as interpreters on pages 7 and 8.]

4. Uncommon Languages; In-Person Interpreter Services

When interpreter services are needed in a language not commonly used, the client with LEP will be connected to the Language Line, which is a telephone interpretation service Traverse County Social Services Department contracts with. [See Language Line service on page 6.]

If an interpreter is needed *in-person*, rather than over the telephone, arrangements will be made to have an interpreter available at a time and place that is convenient for both the interpreter and the client. Arrangements for in-person interpreting should be made by contacting vendors directly. [See Department of

Administration's website addresses below.]

5. Emergency Situations

When programs require access to services within short time frames, Traverse County Social Services Department will take whatever steps necessary to ensure that all clients, including clients with LEP, have access to services within the appropriate time frames. For example, when a client needs an interpreter or other language assistance services to obtain expedited program services, Traverse County Social Services Department's goal is to make the services accessible within the required time frame, whether that means using an interpreter or any other appropriate type of language assistance.

6. **Interpretation and Translation Defined**

For purposes of this policy, **interpretation** is defined as a spoken or visual explanation provided to help two or more people who do not speak the same language to communicate with each other. **Translation** is defined as a written version of a document provided in a different language than the original document.

7. Assisting Clients That Don't Read Their Language

Traverse County Social Services Department staff must assist a client with LEP who does not read his/her primary language to the same extent as staff would assist an English speaker who does not read English.

8. Assigning Clients with LEP to Bilingual Staff

Where applicable, and as a program practice, Traverse County Social Services Department will use its best efforts to assign clients with LEP to bilingual staff who speak their language.

D. Procedure for Using Interpretation

1. Verification of Client's Identity

Traverse County Social Services Department's staff should continue the existing practice of verifying the identity of the client before releasing case-specific information. Bilingual staff, Language Line staff, or other private companies providing interpretation or translation services through contracts with the State (hereafter "contractors"), may be used in making verifications.

2. Language Assistance Resources – Order of Preference for Use

As much as possible, staff should use these language assistance services in the order set out below.

a. Bilingual Staff

The list of bilingual staff available to serve as interpreters is in Attachment 1 of this Policy. Bilingual staff listed speak Spanish.

Traverse County Social Services Department staff should use Attachment 1 to connect existing bilingual staff to clients with LEP for the purpose of providing interpreter assistance. These bilingual staff members are considered *competent* to provide interpreter assistance. They have been screened for competency and trained in ethics, interpreter skills, and standard program terminology.

b. Telephone Interpreter Services

Staff should use the Language Line Services for interpreter assistance when bilingual staff are not available or when the language is one not commonly encountered at Traverse County Social Services Department.

The Language Line telephone number is **1-800-367-9559**. The Traverse County Social Services Department Client ID number is 509087 and each division must know its personal code.

Traverse County Social Services Department staff should familiarize themselves with the Language Line before they actually need to use it. Being familiar with how to use this service will help staff act quickly when clients need interpreter assistance. See “Helpful Hints for Using Telephone Interpreters,” Attachment 2 of this Policy.

c. Contract Interpretation and Translation Services

The State Department of Administration holds contracts with several interpretation and translation services contractors in the metro area. Traverse County Social Services Department divisions can contract on an individual basis to set up short/long term arrangements with these (and

other) contractors. Traverse County Social Services Department staff can access these contractor lists electronically at the Department of

Administration's website. By making these lists available to staff, Traverse County Social Services Department does not endorse them, nor does it claim that they are exhaustive lists of providers for these services. See "Helpful Hints for Using Interpreters," Attachment 2 of this Policy.

Spoken Interpretation Services:

[www.mmd.admin.state.mn.us/mn05022.htm](http://www.mmd.admin.state.mn.us/mn05022.htm)

Written Language Translation Services:

[www.mmd.admnis.state.mn.us/mn05014.htm](http://www.mmd.admnis.state.mn.us/mn05014.htm)

d. Using Family and/or Friends as Interpreters

Staff are asked to accommodate clients' wishes to have family or friends serve as interpreters whenever possible. However, staff must keep in mind both client confidentiality and interpreter competency, and should also follow the rules set out below.

Traverse County Social Services Department may expose itself to liability under Title IV if it requires, suggests, or encourages a client with LEP to use friends, minor children, or family members as interpreters because family, friends, or minor children may not be competent to serve as interpreters.

Use of family or friends could result in a breach of confidentiality or reluctance on the part of clients to reveal personal information critical to their situations. Family and friends may not be competent to act as interpreters because they may not be proficient enough in both languages, may lack training interpretation, and/or have little familiarity with specialized program terminology.

If a client still prefers a family member or friend to interpret after Traverse County Social Services Department offers free interpreter services, Traverse County Social Services Department may use the family member or friend if doing so will not compromise the effectiveness of the interpretation and/or violate the client's confidentiality. Traverse County Social Services Department staff should document in the client's case file their offer of interpreter assistance and the fact that the client declined the offer. Even if a client elects to use a family member or friend as an interpreter, Traverse County Social Services Department staff should

suggest that a trained interpreter listen in on the interview to ensure accurate interpretation.

Traverse County Social Services Department bilingual staff or contracted interpreters should be used in circumstances when a client is giving information that may negatively impact his/her eligibility for services – e.g., deadlines or certifications. Bilingual staff or contracted interpreters should also be preferred in situations where a client must answer complicated or detailed questions about his/her case. These interpretations may also be handled by family or friends, but should also be referred to Traverse County Social Services Department bilingual staff, Language Line staff, or contractors for follow-up calls or letters.

Traverse County Social Services Department staff must consider the requirements of the Minnesota Data Practices Act when determining whether or not, or in what capacity, a family member or friend may be used to interpret.

e. Rule for Minor Children

Traverse County Social Services Department staff should never use minor children as interpreters.

3. Minnesota Data Practices Act

Minnesota Data Practices Act requires Minnesota government agencies to maintain the privacy of data that they collect in the course of their business. In the case of Traverse County Social Services Department, the information that it collects regarding its clients is considered private data. Except in emergencies, this data may not be released to anyone other than the client, Traverse County Social Services Department employees, the agents of Traverse County Social Services Department, or others authorized by the courts or federal law, without the client's written, informed consent.

For purposes of the Data Practices Act, organizations and persons who contract to provide translation and interpretation services to Traverse County Social Services Department clients are considered agents of Traverse County Social Services Department. They may be privy to Traverse County Social Services Department's clients private data and are bound by the same requirements for confidentiality as are Traverse County Social Services Department employees.

4. Competency of Interpreters

Traverse County Social Services Department will make sure that interpreters, whether bilingual staff or professional interpreters, have been trained and demonstrate competency. To be *competent* to provide interpreter services, the interpreter must be proficient in both English and the target language and be able to convey information in both languages accurately, have had orientation/training that includes the skills and ethics of interpreting, have basic knowledge in both languages of specialized program terms or concepts, and be sensitive to the client's culture.

E. Notice of Rights to Language Assistance

Traverse County Social Services Department staff must inform all clients with LEP of the public's right to free interpreter services, that these services must be provided in a timely manner and must be available during Traverse County Social Services Department business hours. Staff must also hand out fliers stating the same to all clients with LEP.

Traverse County Social Services Department will use "I Speak" cards to help clients with LEP be able to identify their language needs for staff. "I Speak" cards and posters are available in the following ten languages: Spanish, Lao, Vietnamese, Hmong, Khmer(Cambodian), Russian, Somali, Arabic, Oromo, and Serbo-Croatian and can be downloaded from the Department of Human Services' website at [www.dhs.state.mn.us](http://www.dhs.state.mn.us) under additional forms #MS-1857. Traverse County Social Services Department will also use "I Speak" posters in the agency to help staff inform clients that language interpreters are available at no cost to the client.

F. Procedure for Using/Distributing Translated Forms

Traverse County stocks a number of documents and forms which are available in languages other than English. Currently the full list is under revision and will be incorporated into the LEP plan at a later date. It will be updated as the need arises.

Traverse County Social Services Department staff with access to MAXIS can retrieve another list of Traverse County Social Services Department translated documents/forms found in POLI/TEMP Manual at TE12.01.13. Staff who do not have access to MAXIS can obtain this list by calling the LEP plan contact person listed below.

Additionally, the Health Care Application Form, the Renewal Form, and the Household Report Form have been translated into Spanish, Russian, Somali, Hmong, Cambodian, Lao, Vietnamese, and Arabic. The English and translated versions are all available on the ABC website at [www.dhs.state.mn.us/Forms](http://www.dhs.state.mn.us/Forms).

Regularly used Traverse County Social Services Department forms will be made

available in translated form by posting them in a central location in the Traverse County Social Services Department lobby at 203 Eighth Street North, Wheaton, Minnesota. At the appropriate times, Traverse County Social Services Department staff must send clients the preferred translated forms automatically when the same forms are sent to clients automatically in English.

G. Translation Plan

Traverse County Social Services Department will translate vital documents and vital information contained in its documents – and materials in alternate formats – into the non-English languages of those language groups when a significant number or percentage of the population eligible to be served or likely to be directly affected by Traverse County Social Services Department’s programs needs services or information in a language other than English to communicate effectively.<sup>1</sup> Traverse County Social Services Department has determined that the significant number that will trigger translation is 1000 individuals within an LEP language group.

**All Traverse County Social Services Department forms are available in other forms to people with disabilities by contacting Traverse County Social Services Department at 1-320-563-8255 or through the Minnesota Relay Service at 1-800-627-3529 or 1-877-627-3848 (speech to speech relay service).**

<sup>1</sup>Traverse County Social Services Department will adopt the definition of vital document or information as it appears in the OCR Guidance. According to OCR, a document or information should be considered vital if it contains information that is critical for accessing a federal fund recipient’s services or benefits or is required by law. Vital documents include, but are not limited to applications, consent forms, letters containing information regarding eligibility or participation criteria, notices pertaining to the reduction, denial, or termination of services or benefits, notices that require a response from beneficiaries, and documents that advise of free language assistance.

H. LEP Training for Traverse County Social Services Department Staff

Traverse County Social Services Department will distribute the LEP plan to all staff so they can learn the policies and procedures required to make language assistance available to clients with LEP. All staff with ongoing client contact are required to attend LEP training once a year. Staff will be given at least two months advance notice of these training dates. In addition, information about the LEP Plan will be incorporated into the Traverse County Social Services Department New Employee Orientation beginning in the Fall of 2001.

LEP training will include information on the following topics: Traverse County Social Services Department's legal obligation to provide language assistance to clients with LEP; the substance of Traverse County Social Services Department's LEP Plan including its policies and procedures to access language assistance services; tips on working with interpreters; and how to properly document information about a client's language needs in the client's case file.

#### I. Monitoring of the LEP Plan

Beginning in January each year, Traverse County Social Services Department will conduct an evaluation of its LEP Plan to determine its overall effectiveness. The evaluation will consider what is working and what is not and make adjustments to the LEP Plan accordingly. The evaluation will also determine whether new languages will be added for translation and whether existing languages will be dropped. Traverse County Social Services Department's LEP Manager will lead the annual evaluation activities with the help of a team of staff persons familiar with the LEP Plan and how it functions.

Traverse County Social Services Department's annual evaluation of its LEP Plan will include the following activities:

- Assessment of the numbers of person with LEP in the service delivery area.
- Assessment of the current language needs of clients with LEP to determine whether clients need an interpreter and/or translated materials to communicate effectively with staff; updating files, which lack information about a client's language needs; and confirming information with clients about their language preference at recertification.
- Determining if existing language assistance services are meeting the needs of clients with LEP.
- Assess whether staff members understand Traverse County Social Services Department's LEP policies and procedures, how to carry them out and whether language assistance resources and arrangements for those resources are still current and accessible.
- Seeking and getting feedback from LEP communities, including clients and community organizations and advocacy groups working with LEP communities, about the effectiveness of Traverse County Social Services Department's LEP plan.

J. LEP Plan Posted for Public Review

The LEP Plan will be posted for public review in the Traverse County Social Services lobby on the wall to the left of the Information Desk. The LEP Plan will be available in English, but bilingual staff or interpreters will be available to translate the plan for those who do not speak English who wish to read it. The words “Limited English Proficiency Plan” or something to that effect, in all appropriate languages, will be posted next to the LEP Plan so clients with LEP know that such a plan exists and that they can get help to read it.

K. Distribution of LEP Plan

Immediately upon its completion, the Traverse County Social Services Department LEP Plan will be distributed to all Traverse County Social Services Department staff.

L. Responsible Authority/Complaint Process – Contact Person

Each Traverse County Social Services Department division and special office is responsible for implementing this LEP Plan in its area. The person designated to provide technical assistance and respond to inquiries and complaints from the public is listed below. Traverse County Social Services Department has an existing complaint resolution procedure used to resolve civil rights related disputes and complaints and this procedure will be used to resolve LEP-related disputes/complaints. The contact person listed below will provide information about this complaint procedure (Attachment 3) to all clients in a language they understand.

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Traverse County Social Services Department  
202 Eight Street North  
Wheaton, Minnesota 56296  
(320) 563-8255  
(320) 563-4230 (Fax)

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**Attachment 1**

**TRAVERSE COUNTY SOCIAL SERVICES DEPARTMENT**

## **LIST OF BILINGUAL STAFF INTERPRETERS**

This is a list of Traverse County Social Services Department bilingual interpreters living in Wheaton, Minnesota who have indicated a proficiency in a non-English language and a willingness to act as a staff interpreter on an “as-needed” basis. All listed are considered “competent” to provide interpreter services at Traverse County Social Services Department. This means they are proficient in both English and the language listed and are able to convey information in both languages accurately, have had orientation and training that includes the skills and ethics of interpreting, have basic knowledge in both languages of specialized program terms or concepts, and will be sensitive of the client’s culture.

The following persons are available to serve as **Spanish** language interpreters:

Shane Lee (320) 563-8411 or (320) 563-8282

Iris Zamaniego (320) 563-4333 or (320) 815-8487

### **Attachment 2**

#### **TRAVERSE COUNTY SOCIAL SERVICES DEPARTMENT**

#### **HELPFUL HINTS FOR USING TELEPHONE INTERPRETERS**

1. Tell the interpreter the purpose of your call – describe the type of information you are planning to convey.
2. Enunciate your words and try to avoid contractions, which can be easily misunderstood as

the opposite of your meaning. E.g., “can’t – cannot.”

3. Speak in short sentences, expressing one idea at a time.
4. Speak slower than your normal speed of talking, pausing after each phrase.
5. Avoid the use of double negatives. E.g., “If you don’t appear in person, you won’t get your benefits.” Instead, “You must come in person in order to get your benefits.”
6. Speak in the first person. Avoid the “he said/she said.”
7. Avoid using colloquialisms and acronyms, e.g., “ABC,” “MFIP,” etc. If you must do so, please explain their meaning.
8. Provide brief explanations of technical terms, or term of art, e.g., “*Spend-down* means the client must use up some of his/her monies or assets in order to be eligible for services.”
9. Pause occasionally to ask the interpreter if he/she is understanding the information that you are providing, or if you need to slow down or speed up in your speech patterns. If the interpreter is confused, so is the client.
10. Ask the interpreter if, in his/her opinion, the client seems to have grasped the information that you are conveying. You may have to repeat or clarify certain information by saying it in a different way.
11. ABOVE ALL, BE PATIENT with the interpreter, the client and yourself!
12. Thank the interpreter for performing a very difficult and valuable service.

### **Attachment 3**

#### **CIVIL RIGHTS COMPLAINT RESOLUTION PROCEDURE: Traverse County Social Services Department**

If you believe you have been discriminated against because of your race, color, natural origin, sex, religion, age or physical, mental, or emotional disability, while applying for or receiving human services, you may file a complaint. We encourage you to attempt to resolve the issue informally with the staff involved and their supervisor. However, you have the right to file a complaint whenever you feel there is just cause. All complaints will be referred for resolution to

the Minnesota Department of Human Services.

Your complaint will be forwarded to the State Department of Human Services, Office of Equal Opportunity, Affirmative Action and Civil Rights, 444 Lafayette Road, St. Paul, MN 55155-3812. Telephone number: (651) 296-0420. Our local agency will forward your complaint to them for you or you may send it yourself. The County agency agrees to abide by the State's policies, procedures, and decisions in these matters.