

✓ **Programming, Project Consultation & Training**

✚ The language access staff help CES colleagues identify and formulate a plan for the language access



needs of their program/project, discuss potential barriers, develop a more nuanced understanding of their targeted LEP audience, and consider other socio-linguistic factors that may be relevant given the context.

✚ Project consultation concerning language access needs helps CES staff generate and implement strategies that add significant value to their educational programming. The goal of

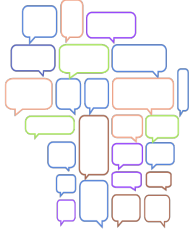
language access is to promote greater inclusion of populations underserved by the CES mission, and to do so in a way that is both culturally responsive to their needs *and* linguistically appropriate for the situation.

✚ Ongoing training and resources can be provided to meet organizational needs for language access.

✓ **Support for a Project/Event**

✚ **Departure point for serving linguistically diverse populations**

Efforts to meaningfully include and serve LEP members of any community, regardless of their language, starts at the beginning of your planning process. To this end, working to develop a nuanced understanding of the dynamics and attributes of your target group is critical. Learning about your target group and being able to assess or at least anticipate their language needs is key for determining when a language accommodation is appropriate, necessary, and/or legally required. The [County Office Assessment Tool](#) will help you to assess language access needs in county-based service areas.



Project consultation

This type of language support offers educators a way to think through and discuss their project/event idea while considering the unique attributes of their target population. Project consultation helps educators consider the language access needs that are both culturally responsive and linguistically appropriate for their project/event. In most cases, the need for translation and interpretation services stems from the consultation. Therefore, it is important for the educator to keep in mind a three-week standard for contacting language access staff and requesting support.

Project/Event Planning Timeline

The planning of your event/project takes a considerable amount of time; the same is also true for the process of planning to accommodate your language access needs. Requests for translation and interpretation should not be a final step in the planning process. Every event and project is unique, and depending on the nature of the program or project, its location, and target audience, language access needs can vary significantly. Please consider your language access needs during the beginning of your planning process and request support accordingly.

Baseline information related to your project or program

The information you provide in the online [Language Support Request \(LSR\)](#) helps us gain an initial understanding of your project/event. In order to ensure that all of your language access needs can be considered and accommodated accordingly, certain details are relevant and helpful to have on hand as we engage you in the process.