When is Cooperative Extension legally responsible for translating text-based materials?

The following flow chart helps clarify our federal obligations for providing materials to limited English proficient (LEP) persons in a multilingual format.



Is the person requesting the translation of materials a Start here: Is a member of the public, for No Cooperative Extension staff member? themselves or for someone else, requesting the translation of materials? Yes Cooperative Extension is not No legally obligated to provide translation services. The Is the staff person's request for translated Yes request did not originate from materials related to Cooperative Extension a member of the public or one programming, services, or activities? Yes of its staff persons. No No further action is required. Is Cooperative Extension staff Do the materials contain information or content that collaborating with any external Cooperative Extension is not legally members of the public need to understand or fill out in order organizations to develop or obligated to provide translation services. to participate with programs? This can include applications sponsor the content? No The request for services is not connected to for participation, release or consent forms, documents our programs and activities. related to a participant's medical history, emergency No further action is required. information, and other documents that ask for information Yes that is sensitive in nature. Yes Cooperative Extension is legally obligated to provide services. Is Cooperative Extension the primary sponsor No The request includes "critical" or for developing the content? "vital" information that LEP persons must understand in Yes Cooperative Extension may have order to participate. Cooperative Extension is legally No legal obligations for providing obligated to provide translation of translation services in this situation. the materials. The request As the sole sponsor of the content, Even though our organization is not Do the materials contain information or content originated from a member of the Cooperative Extension may have the primary sponsor of the content, that members of the public need to understand public so they or someone else legal obligations for providing our collaboration implicates a shared or fill out in order to participate with programs? could gain access to our translation services in this situation. responsibility for ensuring language This can include applications for participation, information, programs, and release or consent forms, documents related to access compliance. activities. Next step: Please request a participant's medical history, emergency support through the online information, and other documents that ask for No Language Support Request Even though the content does not information that is sensitive in nature. (LSR) form for assistance with include "critical" or "vital" this project. information, Cooperative Extension Yes is still legally responsible for Next step: Please request providing any necessary translation Next step: Fill out an online Language support through the online Cooperative Extension is legally obligated to translate the of the materials. Support Request (LSR) form to consult Language Support Request form materials because the content includes "critical" or "vital" the language access team about the for assistance with this request. information that participants need to understand. need for translation on this project.