



March 21, 2017

To: Cooperative Extension staff

From: Dominic J. Ledesma, Language Access Coordinator & Bilingual Editor

Subject: Civil Rights Reporting Tools for Serving Limited English Proficient (LEP) Populations (ACTION REQUIRED)

This message and the attached documents are necessary for our Civil Rights reporting responsibilities. The documents and/or information related to their contents may be requested during the Civil Rights Review in April of 2017.

Limited English Proficient (LEP) populations are protected from language-based discrimination audience under Title VI of the Civil Rights Act of 1964. LEP persons are those who do not speak English as their primary language and/or who have a limited ability to read, write, speak, or understand English. As a recipient of federal financial support, Cooperative Extension is accountable to policies and guidance for providing meaningful access to programs, activities, and services for persons with limited English proficiency. As a part of our institutional responsibilities for Title VI compliance, county offices and other areas of the institution that engage with the public are responsible for identifying and gathering information on the language access needs of LEP persons. The County Office Assessment Tool (attached) was developed to help county Extension offices comply with this responsibility. We ask that you fill out this document as a staff and send a copy to the email listed below. The second document attached to this email is an internal report that provides estimates on the number and geographical distribution of LEP populations statewide. The report is for staff's reference and no further action is required. Please keep a copy of both documents on file as part of your existing Civil Rights accountability protocols and reporting records.

1. **County Office Assessment Tool for Language Access Needs** (action required)

The assessment tool examines the way our institution currently serves linguistically and culturally diverse communities and was created to support programming, training, and professional development opportunities for Extension staff. Please fill out the attached assessment tool as a county Extension staff and send it via email to languageaccess@ces.uwex.edu by **May 31, 2017**. Please complete as a staff and send as soon as possible.

2. **Report on LEP populations in Wisconsin** (no action required)

This report is being provided to all county offices as a resource. It includes information on the estimated size of LEP populations and relevant demographic trends in different geographical areas around the state.

I am happy to provide any additional guidance in filling out the County Office Assessment Tool if needed, or answer any questions related to the contents of the report.