May 31, 2017

To: Cooperative Extension staff
From: Dominic J. Ledesma, Language Access Coordinator & Bilingual Editor

Subject: Please fill out the County Office Assessment Tool for Language Access Needs

If your county office has not filled out the attached County Office Assessment Tool, please do so as soon as possible. If your county office already filled out this form, please disregard this message.

County office assessments we do NOT have on file and still need (as of 5/31/17):
Adams, Barron, Bayfield, Brown, Burnett, Calumet, Chippewa, Columbia, Dodge, Door, Dunn, Eau Claire, Florence, Grant, Green Lake, Iowa, Iron, Jackson, Jefferson, Juneau, Kenosha, Kewaunee, Lafayette, Manitowoc, Marinette, Menominee, Milwaukee, Oneida, Ozaukee, Pierce, Polk, Portage, Price, Racine, Richland, Rusk, Sawyer, Sheboygan, Trempealeau, Vernon, Walworth, Washburn, Waukesha, Wood

Completed county office assessments we have on file (as of 5/31/17):
Ashland, Buffalo, Clark, Crawford, Dane, Douglas, Fond du Lac, Forest, Green, La Crosse, Langlade, Lincoln, Marathon, Marquette, Monroe, Oconto, Outagamie, Pepin, Rock, Sauk, Shawano, St. Croix, Taylor, Vilas, Washington, Waupaca, Waushara, Winnebago

This document is a necessary part of our Civil Rights reporting responsibilities for serving limited English proficient (LEP) populations. I am happy to answer any questions or provide any additional guidance in filling out the County Office Assessment Tool if needed. When your office has filled out the assessment tool, please email a copy of the document to languageaccess@ces.uwex.edu.

Thank you.

An EEO/AA employer, the University of Wisconsin-Extension, Cooperative Extension provides equal opportunities in employment and programming, including Title VI, Title IX and ADA requirements.