OFFICE OF ACCESS, INCLUSION, AND COMPLIANCE (OAIC)

DOCUMENTING EFFORTS TO SERVE LEP AUDIENCES

The following resource is intended to help Extension personnel document and maintain records related to serving LEP audiences as a part of their civil rights compliance efforts

KEEP ON HAND EXTENSION'S LANGUAGE ACCESS PLAN

This plan outlines the policies and procedures that guide the reasonable steps the institution and its employees, must take in order to create “meaningful access” for persons with limited English proficiency (LEP).

COMMUNICATE WITH OAIC

OAIC helps Extension provide inclusive programming and language accommodations for LEP individuals.

KEEP PROGRAM ARTIFACTS

Artifacts help document the work that has already been done. This includes multilingual flyers, evaluations, and photos.

PUT OUT PUBLIC NOTIFICATIONS OF LANGUAGE ACCESS SERVICES

These public notifications ensure that LEP individuals are aware of the services they can request. These notifications include the "Your right to translation and interpretation services" poster and brochure.

DOCUMENT CORRESPONDENCES WITH COMMUNITY STAKEHOLDERS

Community stakeholders connect LEP individuals to Extension programming.

KEEP TRACK OF PARTICIPANTS WHO SPEAK A LANGUAGE OTHER THAN ENGLISH

Keeping track of participants shows how your programming directly affects people who may be LEP.

LOOK FOR WORK DONE BY THE LANGUAGE ACCESS TEAM

The Language Access team has translated and interpreted for many programs in Extension that may help your programming.

LEARN ABOUT LANGUAGELINE

LanguageLine is available for when in-person interpretation is unavailable. It is important to always provide language services.

Extension
UNIVERSITY OF WISCONSIN-MADISON

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