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

Yes

Is Extension staff collaborating with any external organizations to develop or sponsor the content?

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

No

Do the materials contain information or content that members of the public need to understand or fill out in order to participate with programs? This can include applications for participation, release or consent forms, documents related to a participant’s medical history, emergency information, and other documents that ask for information that is sensitive in nature.

Yes

Extension is legally obligated to translate the materials because the content includes “critical” or “vital” information that participants need to understand.

As the sole sponsor of the content, Extension may have legal obligations for providing translation services in this situation.

No

Yes

Extension is legally obligated to provide services. The request includes “critical” or “vital” information that LEP persons must understand in order to participate.

Extension is not legally obligated to provide translation services. The request for services is not connected to our programs and activities.

No further action is required.

No

No

Extension is not legally obligated to provide translation services. The request did not originate from a member of the public or one of its staff persons.

No further action is required.

No

Even though the content does not include “critical” or “vital” information, Extension is still legally responsible for providing any necessary translation of the materials.

Extension may have legal obligations for providing translation services in this situation. Even though our organization is not the primary sponsor of the content, our collaboration implicates a shared responsibility for ensuring language access compliance.

Yes

Next step: Please request support through the online OAIC Support Request form for assistance with this request.

Extension is legally obligated to provide translation of the materials. The request originated from a member of the public so they or someone else could gain access to our information, programs, and activities.

Is the staff person’s request for translated materials related to Extension programming, services, or activities?

Is the person requesting the translation of materials a Extensionstaff member?

No

Yes

**Start here:** Is a member of the public, for themselves or for someone else, requesting the translation of materials?

Yes

Next step: Please request support through the online OAIC Support Request (OSR) form for assistance with this project.

Next step: Fill out an online OAIC Support Request (OSR) form to consult the language access team about the need for translation on this project.

No

Do the materials contain information or content that members of the public need to understand or fill out in order to participate with programs? This can include applications for participation, release or consent forms, documents related to a participant’s medical history, emergency information, and other documents that ask for information that is sensitive in nature.

Yes

Is Extension the primary sponsor for developing the content?