

Language Assistance



HOW TO HELP LEP INDIVIDUALS

ACT

Limited English Proficient (LEP) - means a person who has a limited ability to read, speak, write or understand English.

A

ASK Ask what language they speak

- » [WHAT DO SCHOOLS/OFFICES NEED TO DO?](#)
- » [HOW DO WE INFORM THAT HELP IS AVAILABLE?](#)
- » [NOTICE OF LANGUAGE ASSISTANCE](#)
(to be posted in schools/offices)
- » [POINT TO YOUR LANGUAGE POSTER](#)
(to be posted in schools/offices)

C

CONNECT Connect to a trained and qualified interpreter

- » [HOW DO WE CONNECT TO AN INTERPRETER?](#)
- » [HOW DO WE USE AN INTERPRETER?](#)
- » [INTERPRETER AND TRANSLATOR VENDORS LIST](#)

T

TRACK Track each encounter (required)

[Language Assistance Tracker](#)
(click here)

