

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Plan Purpose

The purpose of the Limited English Proficiency Plan (LEP) is to provide language assistance for LEP persons seeking meaningful access to programs as required by Executive Order 13166 and USDOT's policy guidance.

Rockdale County will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits. The policy of Rockdale County is to ensure meaningful communication with LEP employees in relation to their employment with the county. The policy also provides for communication of information contained in employee related documents.

Language assistance will be provided through use of competent certified bilingual staff, interpreter services, or formal arrangements with local organizations providing interpretation or translation services, or technology and telephonic interpretation services. All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served and the employee will be informed of the availability of such assistance free of charge.

Process and Definitions

A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write or understand English. "No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" per Executive Order 13166.

Plan Summary

Identifying LEP Persons and their Language

Rockdale County will promptly identify the language and communication needs of the LEP person. If necessary, staff will use a language identification card (or "I speak cards," available online at www.lep.gov) or posters to determine the language

Providing Notice to LEP Persons

Rockdale County will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. At a minimum, notices and signs will be posted and provided in each department, breakroom, and in the lobby area of Talent Management.

Monitoring and Updating the LEP Plan

Rockdale County's Talent Management Department will conduct a regular review of the language access needs of our employee population, as well as update and monitor the implementation of this policy and these procedures, as necessary or required by proper authority.

Rockdale County will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. The plan will be reviewed and updated when data from the most recent U.S. Census is made available, or when clear and higher concentrations of LEP individuals are present in the Rockdale County service area and/or during the process of updating Title VI Program. In addition, Rockdale County will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed by LEP persons, feedback from employees and community organizations, etc.

Dissemination of the Plan

How the LEP Plan will be disseminated to employees and the community:

- All staff will be provided notice of this policy and procedure.
- The LEP Plan and the Title VI Plan will be included on the Rockdale County website, therefore; any person or agency with internet access will be able to access the plan.
- Alternatively, any person or agency may also request a copy of the plan via telephone, fax, mail or in person, and shall be provided a copy of the plan at no cost.
- LEP individuals may request that plans are translated in various languages which the Rockdale County will provide, if feasible.
- Distribute the LEP Plan to human service organizations in the service area.

APPROVALS

Approved this 10th day of December 2019.

Board of Commissioners

Rockdale County, Georgia

By: 
Osborn Nesbitt, Sr., Chairman

Attest:

By: 
Jennifer Rutledge, County Clerk