

Title: Administrative Policy Limited English Proficiency	Policy No. Part 1, Administration Chapter 3, Operations Section 11
	Effective Date May 24, 2011
Policy Custodian County Administrator	Adoption/Revision Date May 24, 2011

Adopting Resolution(s): CC11-199

References (Statutes /Resos/Policies):

Procedure: yes

Purpose: To ensure meaningful communication with limited English proficiency clients and their authorized representatives so they may have meaningful access and an equal opportunity to participate in County services, activities, programs and other benefits.

Policy: LEP Policy

A. Access and Equal Opportunity to Participate

1. Jefferson County shall 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 County shall also take reasonable steps to communicate information contained in vital documents, including but not limited to, waivers of rights, consent to treatment forms, financial and insurance benefit forms, etc.
2. All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and patients/clients and their families will be informed of the availability of such assistance free of charge.
3. Language assistance shall be provided as indicated in the procedures that implement this policy. The procedure shall be updated as necessary to meet the needs of the County's population.