

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective October 1, 2005

Policy No. CR:10.0

**Providing Oral and Written Program Information to
Non-English or Limited English Speaking Persons**

Purpose

To ensure that non-English speaking or limited-English speaking persons or parents/caretakers understand WIC Program services and are not discriminated against because they do not speak and/or read English.

Authority

7 CFR Part 246.7, 246.8

Policy

Where a significant proportion of the population of the area served by a local agency (LA) is composed of non-English or limited-English speaking persons who speak the same language, LA shall ensure that required WIC services are provided to such persons in the appropriate language orally and/or in writing.

Procedures

- I. At the time the appointment is made and there is an indication that interpreter services may be needed, LA staff shall ask if interpreter services will be needed and arrange for an interpreter.
- II. The LA shall ensure that there are bilingual staff members or interpreters available to serve non-English speaking and/or limited-English speaking persons.
 - A. In no circumstances shall the LA staff ask or require another applicant or participant to interpret for a client.

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- B. In no circumstances shall the LA staff allow a child, defined for purposes of this policy as a person under age 16, to interpret for a client.
 - C. Clients may choose to bring a friend or family member, age 16 or older, to interpret for them; however, under no circumstances shall a client be required to do so.
- III. The LA shall ensure that all applicable rights and responsibilities are read to non-English/non-Spanish speaking and limited-English/limited-Spanish speaking WIC participants or parents/caretakers of applicants/participants in the appropriate language.
- IV. LA-developed program materials shall be written in Spanish when LAs serve a significant proportion of the population that is Spanish speaking.

Guidelines

- I. In some cases, the LA may serve a number of persons possessing little or no ability to speak either English or Spanish. Upon request by the LA, the SA shall attempt either to assist the LA in developing program materials suitable to such a population, or refer the LA to other sources of assistance such as Language Line Services, local translator and interpreter associations, local churches and refugee resettlement organizations.
- II. Language Line Services may be accessed through the toll-free number 1-800-367-9559, enter client ID: 504020, access code: (local agency number).