
Spalding Community Service District

POLICY HANDBOOK

POLICY TITLE: Limited English Proficiency (LEP) Policy

POLICY NUMBER: 2806

2806.1 Purpose

The purpose of this policy is to ensure meaningful access to District programs, services, meetings, information, and activities for individuals with Limited English Proficiency (LEP) in accordance with applicable federal and state laws.

2806.2 Policy

Spalding Community Services District shall take reasonable steps to provide meaningful access to its programs, services, facilities, meetings, activities, and information for persons who have limited ability to read, speak, write, or understand English.

The District shall not discriminate on the basis of national origin or limited English proficiency in the administration of its programs, services, activities, or employment practices.

2806.3 Language Assistance

The District shall take reasonable steps to provide meaningful access to District programs, services, meetings, and communications for individuals with Limited English Proficiency.

Language assistance may be provided using available staff, volunteers, translation technology, contracted services, written translations, or other reasonable resources appropriate to the circumstances.

2806.4 District Resources

The District is a small rural special district with limited staffing and financial resources. Language assistance shall be provided in a manner that is reasonable, practical, and proportionate to:

- (a) The frequency of contact with Limited English Proficiency individuals;
- (b) The importance of the program, service, activity, or information being provided;
- (c) The resources available to the District; and
- (d) Applicable legal requirements.

2806.5 Public Meetings and Communications

Individuals requiring language assistance for participation in District meetings, programs, or activities are encouraged to contact the District as far in advance as practicable so that reasonable accommodations may be considered.

2806.6 Complaints

Any individual who believes they have been denied meaningful access to District programs, services, activities, or information due to limited English proficiency may file a complaint pursuant to the District's Grievance Procedure (Policy 2067) or other applicable complaint procedures.

2806.7 Compliance

The District shall comply with applicable provisions of Title VI of the Civil Rights Act of 1964, Executive Order 13166, California law, and any applicable grant requirements concerning language access for individuals with Limited English Proficiency.

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