

**SAMPLE LANGUAGE ASSISTANCE PLAN FOR
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) AGENCIES**

NAME OF AGENCY

It is recognized that persons with Limited English Proficiency (LEP) may experience a barrier in receiving benefits under the CACFP. If language assistance services are not available for these persons, violations of Title VI of the Civil Rights Act of 1964 may occur. To ensure compliance with Title VI, this agency shall adopt the following procedures to ensure that eligible LEP persons have meaningful access to the CACFP.

1. The following person(s) are available to provide translation/interpreter services for LEP persons in the following language(s)

Name: _____

Address: _____

Telephone Number: _____

Language(s): _____

Name: _____

Address: _____

Telephone Number: _____

Language(s): _____

2. The person(s) who are identified above to provide translation/interpreter services for this agency will also provide information on Title VI rights to LEP persons.
3. All employees will be trained annually on Title VI provisions and serving LEP persons.
4. Training will be provided for all new employees during their orientation on Title VI provisions and serving LEP persons.
5. Information has been posted in a conspicuous place at each feeding site to advise that free translation/interpreter services are available.
6. Documentation of all required employee training for language assistance services will be maintained on file.

This Plan is effective on _____ and will remain in effect until amended.
(Date)

NAME AND TITLE OF AUTHORIZED OFFICIAL

DATE

Keep on File