




NINETEEN TRIBAL NATIONS WORKFORCE INVESTMENT BOARD
Workforce Investment Act

February 6, 2014

To: NTNWIB
NTN Directors
NTN MIS Task Force
NTNWIB Executive Director
NTN Performance Consultant
NTN Dislocated Worker Program Manager
NTN Dislocated Worker Program Coordinator

From: Patrick Andrews 
NTNWIB Chairman

Subject: Nineteen Tribal Nations Workforce Investment Board
NTN_POL_011 - NTN Limited English Proficiency Policy

The attached NTN English Proficiency Policy (LEP) is effective retroactively to January 1, 2014.

Please ensure all staff are aware of and familiar with this policy.



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Limited English Proficiency (LEP) Policy

This policy is applicable to the Nineteen Tribal Nations (NTN) and all Tribal Entities.

Background

Title VI of the Civil Rights Act of 1964, as amended, requires agencies receiving federal funds to take reasonable steps to ensure meaningful access to their programs and activities for persons with limited English proficiency.

Policy

- 1) The NTN and Tribal Entities will take adequate steps to ensure individuals with limited English proficiency have equal access to benefits and services for which they qualify.
- 2) Staff will contact locally known persons and request their assistance as interpreters for individuals with limited English proficiency.
- 3) Adult friends or family members may be used as an interpreter if the customer makes this request.
- 4) If individuals are not available locally, contact the nearest Vocational Rehabilitation Office for assistance.
- 5) The definition used by the NTN and Tribal Entities for languages, other than English, used significantly is a language used by ten percent (10%) of persons who are eligible for a service or activity in the Tribal WIA Programs. There are no known languages that fall into this category.
- 6) Staff shall provide services to customers in a manner that ensures all customers have meaningful access to programs/
- 7) Documentation of needs and requests, and/or refusal of services, will be maintained in applicant or participant files.