

2015 Language Access Plan

Appendix E:

Online general resources

Minnesota State Demographic Center

www.mn.gov/admin/demography

Minneapolis Public School data, MN Department of Education Data Center

www.education.state.mn.us/

United State Census Information

www.census.gov

Nonprofit Organizations of Color in Minnesota

www.cura.umn.edu

Appendix F:

Online resources for LEP service

LEP.gov: Meaningful access for people who are limited English proficient

An electronic clearinghouse run by the federal government, providing and linking to information, tools, and technical assistance regarding Limited English Proficiency and language services for federal agencies, recipients of federal funds, users of federal programs and federally assisted programs, and other stakeholders.

www.lep.gov

Language Access Assessment and Planning Tool for Federally Conducted and Federally Assisted Programs

Language Access Guidance Materials, located under *DOJ LEP Guidance for Recipients*

www.lep.gov

Appendix G:

Online resources for notice

“Free interpreter services are available” poster

Downloadable PDF templates of poster in various languages giving notice of right to service

See CityTalk. Click on “Work Tools” and then on “Language and Translation Services”

“Attention: If you want free help translating this information” block

Downloadable PDF of “language block” template

See CityTalk. Click on “Work Tools” and then on “Language and Translation Services”

Appendix H:

Online resources for identification

"I Speak" cards

Downloadable PDF templates of flashcards to help identify an LEP individual's preferred language

See CityTalk. Click on "Work Tools" and then on "Language and Translation Services"

Appendix I:

Online resources for interpreting

Accessing telephone interpreting services

See CityTalk. Click on "Work Tools" and then on "Language and Translation Services"

Accessing telephone interpreting services

See CityTalk. Click on "Work Tools" and then on "Language and Translation Services"

"Waiver of rights to free interpreting services" form

Downloadable PDF of form to allow LEP individual to decline offer of free interpreting services

See CityTalk. Click on "Work Tools" and then on "Language and Translation Services"

Appendix J:

Online resources for translation

Accessing translation services

See CityTalk. Click on "Work Tools" and then on "Language and Translation Services"

Appendix K:

Online resources for hiring

Information for City hires, such as:

- Job description when language skills are "highly desirable"; and
- Job description when an interpreter is being hired.

See CityTalk. Click on "*Departments*," "*Human Resources*," and then on "*HR Generalists*."