

meaningful access to LEP clients who have difficulty communicating English.

2. The following resources will be available to accommodate LEP persons:

- Interpreters for the Spanish, or other languages, if available, will be provided within a reasonable time period; or
- Language interpretation, particularly in emergency situations, will be accessed through Language Line Solutions at 1-800-752-6096 (or similar service).

3. Language Identification Cards/Posters will be used as necessary to determine a client's language needs

4. The following statements will be added to public meeting and event notices:

"Persons with special needs relating to handicapped accessibility or foreign language should contact County Clerk Paige Dukes at 229-671-2400 before _____. This person can be located at the Lowndes County Administration Building and is available between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays, or you may call 229-671-2400. Persons with hearing disabilities may consider using the Georgia Relay Service, at (TDD) 1-800-255-0056 or (Voice) 1-800-255-0135."

5. As Lowndes County documents are reprinted the following statement will be added in English and Spanish:

"If you require a free oral interpretation in a language other than English, please call 229-671-2400."

"Si necesita una interpretación oral libre en un idioma que no sea Ingles, por favor llame al 229-671-2400."

IV. STAFF TRAINING

The following training will be provided to all Lowndes County staff:

- Information on the Title VI Policy and LEP responsibilities;
- Description of language assistance services offered to the public;
- Documentation of language assistance requests; and
- How to handle a potential Title VI/LEP complaint.

All contractors, subcontractors and sub-recipients performing work for or receiving Federal funds for Lowndes County projects will be required to follow the Title VI/LEP guidelines.

V. TRANSLATION OF DOCUMENTS

- Lowndes County is required to translate vital documents because a large percentage and amount of its population is LEP (Spanish language).