



U. S. Department of Justice

Civil Rights Division

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Office of the Assistant Attorney General

Washington, D.C. 20035

**JUN 10 2005**

Dear Recipient of Federal Financial  
Assistance from the Department of Justice:

Re: New Limited English Proficiency (LEP) Materials

The federal government is committed to ensuring that entities that receive federal financial assistance, or who conduct federal programs, take reasonable steps to provide meaningful access to services for individuals who are limited English proficient (LEP). See Executive Order 13166, reprinted at 65 FR 50101 (August 16, 2000). Recipients include any state agency, local agency, or private entity that receives federal financial assistance. Our records indicate that your organization receives federal financial assistance from the Department of Justice (DOJ). DOJ has published Guidance to its recipients of federal financial assistance to assist recipients in their efforts to provide language assistance to the LEP individuals they encounter. See Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 FR 41455 (June 18, 2002) (available at <http://www.usdoj.gov/crt/cor/lep/DOJFinLEPFRJun182002.htm>).

Most recently, DOJ's Civil Rights Division sponsored an LEP Conference on September 21, 2004 in Washington, DC. The Conference showcased innovative strategies used by federal, state, and local agencies - as well as private service providers - for providing services to LEP individuals. The Conference offered leaders in the field the opportunity to exchange tips, tools, and practices, and to discuss more efficient and effective means of communication with LEP individuals.

At the Conference, DOJ, the Department of Health and Human Services' Office for Civil Rights, and the Department of Agriculture's Food and Nutrition Service jointly released a new federal interagency LEP video entitled, "Breaking Down the Language Barrier: Translating Limited English Proficiency into Practice." The video explains the language access requirements of Title VI of the Civil Rights Act of 1964 (Title VI) and Executive Order 13166 through vignettes that expose the problems resulting from the absence of language assistance. The video goes on to show how these same situations could have been handled more appropriately if the service provider took reasonable steps to provide meaningful access.

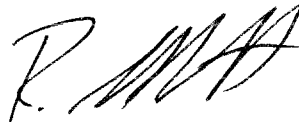
We are pleased to provide you with an English-language DVD version of the video for your own outreach and training purposes. Please do not hesitate to make additional copies of the video, which is also available as a streaming video link on [www.lep.gov](http://www.lep.gov). We expect to receive versions of the video in Spanish, Vietnamese, Chinese, and Korean in the near future. Please contact the Division's Coordination and Review Section (COR) at (202) 307-2222 to request a copy of the video in a particular foreign language.

In addition, an LEP "Know Your Rights" English language brochure that was released at the Conference is available in Arabic, Cambodian, Chinese, Haitian Creole, Hmong, Korean, Russian, Spanish, and Vietnamese. The English language version of the "Know Your Rights" brochure is enclosed for your information, and both the English and the foreign language versions have been posted under the "Community" section of [www.lep.gov](http://www.lep.gov).

I also encourage you to access and share the new LEP resource document, "Executive Order 13166 Limited English Proficiency Resource Document: Tips and Tools from the Field," which we released at the Conference. This document provides lessons from the experience of law enforcement, 911 call centers, domestic violence service providers, as well as court and DOJ personnel in providing meaningful language access to LEP individuals. It is available at [http://www.usdoj.gov/crt/cor/lep/tips\\_and\\_tools-9-21-04.htm](http://www.usdoj.gov/crt/cor/lep/tips_and_tools-9-21-04.htm).

Finally, COR provides LEP and Title VI training to federal, state, and local agencies, as well as to community groups. Please contact COR at (202) 307-2222 if you would like to request a training session, or if we can be of other assistance in your efforts to ensure that no LEP person is denied meaningful access due to a language barrier.

Sincerely,

A handwritten signature in black ink, appearing to read "R. MA". The signature is stylized and cursive.

R. Alexander Acosta  
Assistant Attorney General

Enclosure:       LEP DVD  
                  LEP Brochure