**Workforce Resource Inc.**

**LIMITED ENGLISH PROFICIENCY POLICY STATEMENT**

Workforce Resource Inc. is committed to providing equal opportunity in all programs, services and activities to individuals who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English. Those individuals are referred to as limited English proficient, or “LEP.” Meaningful access to Federally funded programs and activities is required by Title VI of the Civil Rights Act of 1964 and its implementing regulations.

Meaningful access to LEP individuals is provided in two ways: Oral interpretation and written translation. Oral interpretation can range from on-site interpreters for critical services provided to a high volume of LEP persons, to access through commercially-available telephonic interpretation services. Written translation can range from translation of an entire document to translation of a short description of the document.

The entity fulfills this obligation by one or more of the following: hiring bilingual staff, hiring staff interpreters/translators, contracting for interpreters/translation services, using telephone interpreter lines, using computer translation tools, and/or using community volunteers. The entity understands that the interpretation/translation must be performed in a competent, confidential, ethical, and accurate manner at no cost to the LEP individual. The entity does not rely on the LEP individual to provide an interpreter.

If an LEP person requests to use a family member, friend or other adult as an interpreter, the entity makes the LEP person aware that the entity will provide a qualified interpreter at no cost to the LEP person. The entity respects the LEP person’s choice of interpreters. If the LEP person chooses a family member, friend, or other adult to interpret instead of one provided by the entity, the entity makes a record of that decision. If the entity believes the interpreter selected by the LEP person is not competent or appropriate, the entity supplements with its own qualified interpreter. Minors should not act as interpreters unless there is an emergency situation and another interpreter is not immediately available.

The entity records the number and date of instances in which interpretation was offered, what service was offered (e.g., staff, in-person contracted, telephone, etc.), whether it was accepted or whether the LEP individual selected their own interpreter, and in what language group the service was needed.

This entity monitors its changing demographics and population trends on an annual basis, to ensure awareness of the language needs in its service area.

The entity requires its subrecipients to comply with the LEP policies requirements.

To assist us in complying with all applicable limited English proficiency rules, regulations and guidelines, the LEP Coordinator is: Kathy Talford, Phone: 877-711-9390, Ext. 1011. LEP customers are encouraged to ask for language assistance or discuss any perceived discrimination problems with her. Information about discrimination complaint resolution process is available upon request.

8-2019



Workforce Resource Inc. is an Equal Opportunity employer and service provider. If you have a disability and need assistance to access services or need information in an alternative format, including language assistance or translation, contact our EO Officer, Kathy Talford at 1-855-792-5439 or call through Wisconsin Relay Service 711 (800-947-3529).



Workforce Resource Inc.

**BABEL NOTICE**

IMPORTANT! This document contains important information about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. Call 855-792-5439 or WI Relay 711 or 800-947-3529 for assistance in the translation and understanding of the information in this document.

 Spanish ¡IMPORTANTE! Este documento contiene información importante sobre sus derechos, responsabilidades y/o beneficios. Es importante que usted entienda la información en este documento. Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo alguno para usted. Llame al 855-792-5439 or WI Relay 711 or 800-947-3529 para pedir asistencia en traducir y entender la información en este documento.

 Chinese - Traditional 重要須知！本文件包含重要資訊，事關您的權利、責任，和／或福利。請您務必理解本 文件所含資訊，而我們也將使用您偏好的語言，無償為您提供資訊。請致電 855-792-5439 or WI Relay 711 or 800-947-3529洽詢翻譯及理解本文件資訊方面的協助。

Vietnamese LƯU Ý QUAN TRỌNG! Tài liệu này chứa thông tin quan trọng về quyền hạn, trách nhiệm và/hoặc quyền lợi của quý vị. Việc hiểu rõ thông tin trong tài liệu này là rất quan trọng, và chúng tôi sẽ cung cấp miễn phí cho quý vị thông tin này bằng ngôn ngữ mà quý vị ưa dùng. Hãy gọi 855-792-5439 or WI Relay 711 or 800-947-3529 để được hỗ trợ về việc thông dịch và hiểu thông tin trong tài liệu này.

Tagalog MAHALAGA! Naglalaman ang dokumentong ito ng mahalagang impormasyon tungkol sa iyong mga karapatan, responsibilidad at/o benepisyo. Napakahalaga na nauunawaan mo ang impormasyong nakapaloob sa dokumentong ito, at ibibigay namin nang libre ang impormasyon sa pinili mong wika. Tumawag sa 855-792-5439 or WI Relay 711 or 800-947-3529 upang humingi ng tulong sa pagsasalingwika at pag-unawa sa impormasyong nasa dokumentong ito.

 French IMPORTANT! Le présent document contient des informations importantes sur vos droits, vos responsabilités et/ou vos avantages. Il est essentiel que vous compreniez les informations figurant dans ce document, et nous vous fournirons gratuitement les informations dans la langue de votre choix. Appelez au 855-792-5439 or WI Relay 711 or 800-947-3529 pour obtenir de l'aide pour la traduction et la compréhension des informations contenues dans le présent document.

 Haitian Creole ENPÒTAN! Dokiman sa a gen enfòmasyon enpòtan ladan konsènan dwa, responsablite ak/oswa avantaj ou yo. Li ap vrèman enpòtan pou ou konprann enfòmasyon yo ki nan dokiman sa a, epi n ap ba ou enfòmasyon sa yo nan lang ou prefere a gratis. Rele 855-792-5439 or WI Relay 711 or 800-947-3529 pou jwenn asistans pou tradui ak pou konprann enfòmasyon ki nan dokiman sa a.

 Portuguese IMPORTANTE! Este documento contém informações importantes sobre os seus direitos, responsabilidades e/ou benefícios. É essencial que compreenda as informações constantes neste documento, as quais disponibilizaremos, gratuitamente, na língua à sua escolha. Contacte o número 855-792-5439 or WI Relay 711 or 800-947-3529 para solicitar ajuda para traduzir e compreender as informações contidas neste documento.

 Arabic ﻣﮭﻢ! ﯾﺤﺘﻮي ھﺬا اﻟﻤﺴﺘﻨﺪ ﻋﻠﻰ ﻣﻌﻠﻮﻣﺎت ﻣﮭﻤﺔ ﺣﻮل ﺣﻘﻮﻗﻚ وﻣﺴﺆوﻟﯿﺎﺗﻚ و/أو ﻓﻮاﺋﺪك. ﻣﻦ اﻷھﻤﯿﺔ ﺑﻤﻜﺎن ﻓﮭﻢ 855-792-5439 or WI Relay 711 or 800-947-3529اﻟﻮاردة ﻓﻲ ھﺬا اﻟﻤﺴﺘﻨﺪ، وﺳﻨﻮﻓﺮ اﻟﻤﻌﻠﻮﻣﺎت ﺑﻠﻐﺘﻚ اﻟﻤﻔﻀﻠﺔ دون ﺗﺤﻤﻠﻚ أي ﺗﻜﻠﻔﺔ. اﺗﺼﻞ ﻋﻠﻰ اﻟﺮﻗﻢ ﻟﻠﺤﺼﻮل ﻋﻠﻰ ﻣﺴﺎﻋﺪة ﻓﻲ ﺗﺮﺟﻤﺔ اﻟﻤﻌﻠﻮﻣﺎت اﻟﻮاردة ﻓﻲ ھﺬا اﻟﻤﺴﺘﻨﺪ وﻓﮭﻤﮭﺎ.

 Russian ВАЖНО! В настоящем документе содержится важная информация о ваших правах, обязанностях и/или преимуществах. Крайне важно, чтобы вы поняли информацию, содержащуюся в данном документе, а мы бесплатно предоставим вам эту информацию на выбранном вами языке. Позвоните по телефону 855-792-5439 or WI Relay 711 or 800-947-3529 для получения помощи в переводе и понимании информации, содержащейся в данном документе.

 Korean 중요! 본 문서는 귀하의 권리, 책임 및/또는 이익에 관한 중요한 정보를 포함하고 있습니다. 귀하가 본 문서에 있는 정보를 이해하는 것은 대단히 중요하며, 귀하가 원하는 언어로 정보를 제공받으실 수 있습니다. 855-792-5439 or WI Relay 711 or 800-947-3529 로 전화하여 본 문서에 있는 정보의 번역 및 이해를 위해 도움받으시길 바랍니다.

Hmong Tseem Ceeb heev! Daim ntawv tseem ceeb no muaj koj txoj cia, tes haujlwm uas yuav ua thiab/los yog kev pab cuam. Nws yog tseem ceeb heev uas koj yuav tau paub txog daim ntawv no, thiab peb yuav pab nrhiav koj cov lus rau koj uas tsis tau them nyiaj. Hu rau 855-792-5439 rau tus tsis hnov lus hu rau 800-947-3529 rau kev pab txhais lus kom to taub daim ntawv no.

Somali MUHIIM AH! Warqadan waxaa ku jira macluumaad muhiim ah oo ku saabsan xuquuqdaada, masuuliyadahaaga, iyo/ manaafacaadkaaga.  Waa muhiim in aad fahamtid macluumaadka ku yaala warqadan, iyo waxa kale oo aan ku siin doonaa macluumaad luuqadda aad doorbideyso oo aynan kaaga baxeynin wax lacag ah.  Wac 855-792-5439 ama WI Relay 711 ama 800-947-3529 si laguu caawiyo tarjumada iyo fahamka macluumaad waraqadan.

8-2019

