



Limited English Proficiency (LEP) Plan

Meat and Poultry Inspection Program
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I. Introduction

This Limited English Proficiency (LEP) plan was developed to ensure equal access to services provided by the Kansas Department of Agriculture Meat and Poultry Inspection Program (KDAMPIP) for persons with limited English proficiency. LEP persons are defined as individuals who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English. This plan is subject to annual review and updates. Please note that family members (especially children) are not to be utilized by the State for translation or interpretation services.

II. Policy

It is Kansas Department of Agriculture Meat and Poultry Inspection Program's policy to ensure that reasonable steps are taken to provide meaningful access and an equal opportunity to participate in services, activities and programs to individuals whose first language is not English. Should KDAMPIP Inspection Program Personnel (IPP) receive requests from current recipients or prospective applicants of inspection services, they should contact KDAMPIP headquarters for guidance through their supervisory chain.

III. Legal Authority

Title VI of the Civil Rights Act of 1964 prohibits discrimination, in part, on the basis of national origin in the delivery of services or benefits funded by the federal government. Under this law, federally assisted programs must ensure their activities normally provided in English are accessible to LEP persons and thus do not discriminate on the basis of national origin in violation of Title VI's prohibition against national origin discrimination. Executive Order 13166, "Improving Access to Services for Persons with LEP," was signed on August 11, 2000. The Order provides further direction, requiring that federal agencies provide meaningful access to federally assisted programs and activities for LEP persons. As a recipient of federal funds, KDAMPIP must comply with federal LEP requirements.

In August 2000, the Department of Justice (DOJ) issued guidance for agencies to follow in creating plans to make federal services, activities and programs accessible for LEP persons.

IV. Definitions/Key Terms

Agency: The departmental program with delegated authority to deliver programs, activities, benefits and services.

American English: The language/dialect primarily used in the United States.

Certified Interpreter: An individual who has taken and passed an examination administered by a knowledgeable authority.

Discrimination: The unfavorable treatment or consideration of, or making a distinction in favor of or against, a person based on the group, class or category to which that person belongs rather than on individual merit.

Federally Assisted Program: All programs and operations of entities that receive assistance from the federal government.

Interpretation: Listening to communication in one language or orally converting it to another language while retaining the same meaning.

IPP: Inspection Program Personnel

KDAMPIP: Kansas Department of Agriculture Meat and Poultry Inspection Program.

Language Access: Efforts to make programs and services accessible to individuals who are not proficient in English.

Language Assistance Services: Interpretation or translation services that assist limited English proficient persons in understanding or communicating in another language.

LEP: Limited English Proficiency

Limited English Proficiency Person: An individual who does not speak English as his or her primary language and has a limited ability to reason, speak, write or understand English.

Translation: The process of transferring ideas expressed in writing from one language to another.

Translator: A person who converts language into an alternative form of communication so it is understandable to persons who communicate differently.

Vital Document: Paper or electronic written material that contains information that is critical for accessing a program or activity; or is required by law, such as consent forms, applications and notices of rights.

V. Federally Assisted Programs

Kansas Meat and Poultry Inspection Program is within the Kansas Department of Agriculture headquartered in Manhattan, Kansas. The mission of this department is to protect the health of consumers by providing a comprehensive inspection service to assure that meat and poultry products are safe, wholesome and accurately labeled. Under cooperative agreement with the federal Food Safety Inspection Service (FSIS), our state program has an obligation to ensure that LEP services are provided to customers (beneficiaries) whose first language is not English. Those services need to be “at least equal to” the services that FSIS provides to its LEP customers.

VI. Four Factor Analysis

To ensure that LEP customers are provided adequate services, KDAMPIP has conducted a four-factor analysis. The four-factor analysis addresses the following:

1. The number or proportion of LEP persons eligible to be serviced, or likely to be encountered by our state program:
 - a. A review of the most current census data indicates that approximately 8.13% of Kansas residents speak English less than “well”. Of these, the vast majority 48.94% are Spanish speaking. Census data will be periodically reviewed for any changes in trends.
2. The frequency with which LEP persons using a particular language come in contact with the state:
 - a. To date, KDAMPIP has never received a request for translation assistance from current recipients or prospective applicants. On the Kansas Department of Agriculture’s webpage, the non-discriminatory statement is displayed.
3. The nature and importance of the KDAMPIP provided to the individual’s life:
 - a. Food safety is important to all and the agency’s policy as outlined above is to provide meaningful access to all, including LEP individuals. If documents are deemed vital to a service requested, these would be translated to the language required by the individual. KDAMPIP is a client of Propio Language Services based out of Overland Park, Kansas.
4. Determine the resources available to LEP persons and the costs to the state:
 - a. Should a request for language assistance be received, the supervisory chain will contact the Manhattan office headquarters and the Program Manager will be notified. The Program Manager will review the situation and determine the type of services requested, then contact Propio Language Services to begin using their translation services. The costs to the agency will vary depending on which services are requested. Propio Language Services provides both interpretation and translation services. KDAMPIP will provide this service at no cost to the customer, in an accurate and timely manner.

VII. Implementation

KDAMPIP implemented this Limited English Proficiency (LEP) Plan July 1, 2016. The program has secured an ongoing translation and interpretation service, Propio Language Services, which meet the specific needs required by FSIS in providing assistance to limited English persons. The table is included as part of this LEP Plan for the state meat and poultry inspection program, to show the execution and ongoing maintenance.

RESPONSIBLE PERSON/STAFF	ACTION	TIMELINE
KDAMPIP Program Manager	Data collection and analyzation of languages spoken within the state of Kansas to determine what LEP services are needed.	March 2016
	Secured <i>Propio Language Services</i> for translation and implementation services.	April 2016
	Implementation of LEP Plan.	July 1, 2016
	Ensure that there is adequate funding, and that other resources are available to provide effective and efficient LEP services.	Reviewed annually
	Track LEP interactions.	Ongoing
	Report LEP interactions to the Agency’s Civil Rights staff.	Annually
KDAMPIP Training Officer	LEP Plan training to all KDAMPIP staff.	Annually
	LEP Plan training to new employees.	Within ten weeks of start-date.

VIII. Communication/Outreach (Current LEP Practices)

The USDA poster “And Justice for All” is displayed (English and Spanish) in locations where recipients of, and applicants for, inspection services may visit, i.e. in-plant government offices and Manhattan headquarters. A copy of the non-discriminatory statement policy is published on applications for inspection services, grants of inspection, letterhead and the KDAMPIP website. KDAMPIP is currently a client of *Propio Language Services*, which provides 24/7 access to more than 4,000 over-the-phone interpreters in over 200 languages, plus document translation in over 100 languages. The Inspection Program Personnel (IPP) carry “Point to Your Language” ID cards with them in the event where a current recipient, or prospective applicant, may need to utilize the service. KDAMPIP is in the process of working with the Kansas Department of Agriculture’s Marketing program to add information about the LEP services offered to the website.

IX. LEP Training

All KDAMPIP employees receive training on an annual basis. A training program was built using the information from the FSIS training and *Propio Language Services* training. The Training Officer provides LEP training both annually to all employees, and to all new employees. Part of the training material includes an instruction card, which is a step-by-step explanation of how to utilize *Propio Language Services*. This card will be used by IPP for onsite situations where a limited English-speaking individual may be encountered. The instruction card includes a list of 80 of the most common languages the limited English individual can pick up.

The area supervisors are trained on how to use the language service and on potential scenarios. Currently, the Training Officer is responsible for maintenance of training records. Future LEP training will take place at KDAMPIP's annual meeting.

X. Roles and Responsibilities

The Program Manager is responsible for an annual review and update of this LEP Plan as needed. Any requests for interpretation or translation shall be directed to the Program Manager through the supervisory chain. The Kansas Department of Agriculture's Meat and Poultry Inspection Program offers its services to people of all ages, regardless of race, color, sex, religion, national origin or disability, and is an equal opportunity employer.

Jeremy Schooler, Program Manager
Meat and Poultry Inspection Program
Kansas Department of Agriculture

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