

6727 N Broad St

May 1,2013

FROM:

Limited English Proficiency Policy Statement

(LEP)

It is our responsibility to ensure that all clients have meaningful and equal access to services. This responsibility encompasses the basic human needs, the need for communication and understanding.

In order to ensure effective communication A Childs First Step staff will make every effort to ensure communication and understanding of those clients or their immediate families who are identified as having Limited English Proficiency (LEP).

Once a client or their family has been identified as needing translation or interpretive services, A Childs First Step staff will contact the corresponding appropriate agency.