

## **Montgomery County's Limited English Proficiency Policy Statement**

**It is the policy of the Montgomery County Executive Branch that departments, agencies and programs take reasonable steps to provide equal access to public services for persons with limited English proficiency (LEP). We are committed to eliminating any remaining barriers to services, programs and activities to eligible limited English proficient persons.**

**Who is a person with limited English proficiency?** Any individual who is prevented from meaningful access to services because of his or her inability to read, write or understand the English language is deemed to be of limited English proficiency.

**Who is covered under this policy?** Federal and state guidelines define the LEP population to include persons who speak languages in a linguistic community that constitutes 3% of the overall population within Montgomery County as measured by the United States Census and persons who speak languages frequently encountered by a department, program, or activity as determined by the department or program director.

**It is the position of Montgomery County's Executive Branch that federal and state LEP guidelines serve as minimal baselines for assisting LEP customers. Montgomery County will go beyond federal and state guidelines to reasonably remove any remaining barriers to services for any identifiable LEP community.**

Vital documents include: Informational materials; brochures; posters; applications for benefits, licenses, and other services; client notice of action; and other documents as each department deems necessary.