
Karuk Community Health Clinic

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Karuk Tribe

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Limited English Proficiency (LEP) Policy

I. Overview

This policy is applicable to all Karuk Tribal departments.

II. Background

Title VI of the Civil Rights Act of 1964, as amended, requires agencies receiving federal funds to take reasonable steps to ensure meaningful access to their programs and activities for persons with limited English proficiency.

III. Requirements

1. The Karuk Tribe shall take adequate steps to ensure individuals with limited English proficiency have equal access to benefits and services for which they qualify.
2. No person shall be denied a service, to which they are eligible, solely on account of their limited English proficiency.
3. When appropriate, Staff shall contact locally known persons and request their assistance as interpreters for individuals with limited English proficiency.
4. All interpreters shall be required to sign a statement of confidentiality affirming that they are prohibited from disclosing information obtained through their translation service.
5. Staff shall obtain the recipient's consent to the translation. Prior to communicating on the subject, the interpreter shall translate a request to provide informed written consent to the translation.
6. Adult friends or family members may be used as an interpreter if the recipient makes this request and consents in writing.
7. If individuals are not available locally, an on-demand phone translation service will be utilized.

8. Departments shall begin to collect information regarding the primary language utilized by program participants. This data will inform the continued development of the Tribe's bilingual services so that it can adequately aid its service population.
9. Staff shall provide services to customers in a manner that ensures all customers have meaningful access to programs.
10. Documentation of needs and requests for translation services shall be maintained in recipient files.