

School Food Authority (SFA) Name: \_\_\_\_\_ School Year: \_\_\_\_\_

## Services for Limited English Proficient and Disabled Households

Use this checklist to document the Limited English Proficient (LEP) and disability communication services you provide.

- Identify the languages spoken by students and their families in your school district before the school year begins. Check the box for which sources you used to make this determination:
- |                                                                 |                                                                            |
|-----------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Enrollment records                     | <input type="checkbox"/> History of languages provided for vital documents |
| <input type="checkbox"/> Student information system             |                                                                            |
| <input type="checkbox"/> Census data                            |                                                                            |
| <input type="checkbox"/> Which languages were identified: _____ |                                                                            |

*Please note:* If data doesn't show any LEP students or households, be able to provide the meal application, instructions, and FAQ parent letter in other languages as needed.

- Notify the public that language assistance services are available for limited English proficient and/or disabled persons, including who to contact. Consider using the State prototype tagline available on the Georgia Department of Education School Nutrition Program webpage.
- o Who is the contact: \_\_\_\_\_
  - o Check the boxes for how the public will be notified:

<input type="checkbox"/> School Nutrition webpage	<input type="checkbox"/> School front office or common area for parents
<input type="checkbox"/> Application packet	<input type="checkbox"/> Student handbook
<input type="checkbox"/> Cafeteria alongside "And Justice for All Poster"	
<input type="checkbox"/> Other: _____	

- Obtain vital documents in languages needed. Documents must include:
- |                                                                           |                                                    |
|---------------------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Application, Instructions, and FAQ Parent Letter | <input type="checkbox"/> Verification Letters      |
| <input type="checkbox"/> Notification Letters                             | <input type="checkbox"/> Special Diet Request form |
| <input type="checkbox"/> Other: _____                                     |                                                    |

- Determine where you will place application materials in the languages easy for parents and guardians to understand in central locations. Check the boxes where application is available:
- |                                              |                                                    |
|----------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Cafeteria           | <input type="checkbox"/> SNP office                |
| <input type="checkbox"/> School front office | <input type="checkbox"/> Student enrollment office |

- Include notification for languages and disability assistance in the Verification Notification Letter.

- Make web-based application available in other languages. Check the boxes for which languages:
- |                                       |
|---------------------------------------|
| <input type="checkbox"/> Spanish      |
| <input type="checkbox"/> Other: _____ |

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- Provide information in each language about how to obtain an application in that language on the SNP webpage.
- Identify other LEP services your district will offer. Check all that apply:
  - Menus  Cafeteria signage
  - Other: \_\_\_\_\_
- Identify if interpreters are used and available in your school district. Check the boxes for which languages interpreters are available:
  - Sign-language  Spanish
  - Other: \_\_\_\_\_
- Continue to provide language assistance as long as the student is enrolled.