



Richard Woods, Georgia's School Superintendent

"Educating Georgia's Future"

July 16, 2018

MEMORANDUM

TO: Public School Nutrition Directors, Manager-Supervisors, and Coordinators
Non-Traditional School Nutrition Directors and State School Directors

FROM: Nancy Rice, M.Ed., RDN, LD, SNS
State Director, School Nutrition Division

SUBJECT: Notification of Meaningful Access for LEP and Disabilities

All School Nutrition Programs must take reasonable steps to ensure meaningful access to persons with limited English Proficiency (LEP) as well as persons with disabilities. To accomplish this task, all customers with LEP must be notified of their right to receive qualified, competent language assistance services free of charge and how to request these services. Eligible participants and their parents/guardians must also be notified about the availability of free auxiliary aids and services and other reasonable modifications and how to request these services. The attached prototype tagline document should be used for SFAs to provide this notification.

The tagline is translated into the most frequently used languages in Georgia. Customize the ([Contact Information](#)) with a phone number. If you choose, an individual may be named. The contact should be able to assist based on the request made. Possible requests may include providing documents in a relevant language, arranging language assistance with a qualified interpreter, managing a meal modification request, or coordinating an aid or service for a disability. The contact doesn't have to be a qualified interpreter or the ADA Coordinator but should know how to coordinate actions to meet the request.

The tagline document may be customized with the *languages* needed for a school district. An SFA may develop its own tagline. Whether the prototype tagline or one unique to the SFA is used, it must reference assistance for both LEP and disabilities.

Use the Tagline Document in the following ways:

- Include with all vital documents. Vital documents relate to program benefits. Examples of vital documents include the Parent Packet (meal application, instructions, household letter), notification letters, and verification letters.
- Post the tagline document alongside *Justice for All* poster at the point of service. The tagline may be formatted to a poster.
- Use the tagline on your SNP webpage. Be certain that any link is written in the language of the message.

Please direct any questions to Cheryl Giddens at cgiddens@doe.k12.ga.us or 404-694-8208. Your area consultant is always available to assist you.