

# *OSPI Child Nutrition Services Reference Sheet*

## **Limited English Proficiency- Important Information to Translate Notice**

Child Nutrition Program (CNP) sponsors receiving federal reimbursement for meals must take reasonable steps to ensure meaningful access to meal programs. Child Nutrition Program sponsors must take reasonable steps to ensure meaningful access to households comprised of Limited English Proficiency (LEP) individuals. Limited English Proficiency is when a person does not speak English as their primary language and has a limited ability to read, speak, write, or understand English. Failing to provide language assistance to LEP persons may be discrimination.

### **Requirements**

- ✓ Take reasonable steps to ensure program access and benefits to individuals with Limited English Proficiency (LEP).
- ✓ Keep your audience in mind.
  - Determine commonly spoken languages of households in communities you serve.
  - This applies to current and potential participants of CNP's.
- ✓ All materials vital to program participation must be provided to families at no cost.
- ✓ Provide an already translated tagline at the bottom of your documents and on webpages for families that may need interpretation services. Your organization may already have something available.
  - The [Notice Translated into Multiple Languages section](#), below, provides two options for your organization to use as a tagline. These options are already translated into frequently encountered languages in our state.
- ✓ Review the [CNS' Limited English Proficiency Reference Sheet](#) and U.S. Department of Agriculture guidance; [FNS 113-1](#) for more details.

### **Best Practices**

- ✓ Work with an equity or language access contact to address the needs of the communities you serve.



## Notice Translated into Multiple Languages

### Option 1:

- ✓ **English**  
If you need this information in another language, please call [insert phone number].
- ✓ **Chinese (simplified)**  
如果您需要此信息的其他语言版本, 请致电[insert phone number]。
- ✓ **Khmer**  
ប្រសិនបើអ្នកត្រូវការព័ត៌មាននេះជាភាសាដទៃទៀត សូមទូរសព្ទទៅលេខ [organization phone number].<sup>១</sup>
- ✓ **Korean**  
다른 언어로 이 정보를 안내 받고 싶으시다면 [insert phone number]번으로 전화 주세요.
- ✓ **Marshallese**  
*Ñe kwoj aikuj melele kein ilo bar juon kajjin, jouj im call e [insert phone number].*
- ✓ **Punjabi**  
*ਜੇ ਤੁਹਾਨੂੰ ਹੋਰ ਭਾਸ਼ਾ ਵਿੱਚ ਇਹ ਜਾਣਕਾਰੀ ਚਾਹੀਦੀ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ [insert phone number] 'ਤੇ ਕਾਲ ਕਰੋ।*
- ✓ **Russian**  
*Если вам нужна эта информация на другом языке, позвоните по телефону [insert phone number].*
- ✓ **Somali**  
*Haddii aad u baahan tahay xogtaan oo ku qoran luuqad kale, fadlan wac [insert phone number].*
- ✓ **Spanish**  
*Si necesita esta información en otro idioma, llame al [insert phone number].*
- ✓ **Ukrainian**  
*Якщо вам потрібна ця інформація іншою мовою, зателефонуйте за номером [insert phone number].*
- ✓ **Vietnamese**  
*Nếu quý vị cần thông tin này bằng ngôn ngữ khác, vui lòng gọi số [insert phone number].*

## Option 2:

✓ **English**

This document includes important information regarding food benefits for your child. If you need dietary accommodations for your child, additional assistance, or this information translated into another language at no cost to you please contact us at [insert phone number].

✓ **Chinese**

本文件包括重要信息，并详述食物可为孩子带来的各种好处。如果您需要为您的孩子提供膳食安排、需要额外帮助或需要将这些信息翻译成另一种语言，请联系我们 [insert phone number].

✓ **Marshallese**

Pepa kein eor men ko raurok ie ikijen jiban ko nan mona nan ajri eo nejuum. Elane kwoj konan wawin die eo nan ajri eo nejuum, kakobaba jiban ko, ak melele kein ukote nan kajin eo am ilo ejelok wonen nan kwe jouij ium kurtok kim ilo [insert phone number].

✓ **Russian**

В этом документе содержится важная информация о льготах на питание для вашего ребенка. Если вам нужны диетические условия для вашего ребенка, дополнительная помощь или перевод этой информации на другой язык бесплатно для вас, пожалуйста, свяжитесь с нами по адресу [insert phone number].

✓ **Somali**

Dokumentigan waxaa ku jira macluumaad muhiim ah oo ku saabsan faa'iidooyinka cuntada ee loogu talagalay canugaaga. Haddii aad u baahantahay hoy nafaqo oo ku aadan canugaaga, caawimaad dheeraad ah, ama macluumaadkaan oo lagu fasiray luuqad kale oo lacag la'aan kuu ah fadlan nagala soo xiriir [insert phone number].

✓ **Spanish**

Este documento incluye información importante con respecto a los beneficios alimentarios de su hijo/a. Si necesita una dieta especial para su hijo/a, asistencia adicional, o que se traduzca esta información a otro idioma sin costo, comuníquese con nosotros al [insert phone number].

✓ **Vietnamese**

Tài liệu này bao gồm thông tin quan trọng liên quan đến phúc lợi thực phẩm cho con quý vị. Nếu quý vị cần thích ứng chế độ ăn uống cho con mình, trợ giúp thêm hoặc thông tin này được dịch sang ngôn ngữ khác miễn phí cho quý vị, vui lòng liên hệ với chúng tôi theo số [insert phone number].

## **Resources**

- [FNS 113-1](#)
- [Limited English Proficiency Reference Sheet](#)
- [Civil Rights Reference Sheet](#)

## **Acronym Reference**

- CNS- Child Nutrition Services
- FNS- Food and Nutrition Services
- LEA- Local Education Agencies
- LEP- Limited English Proficiency
- OSPI- Office of Superintendent of Public Instruction
- USDA- United States Department of Agriculture