

APPENDIX B

(Question 3)

Language access for limited English proficiency - employee resource



Language Access for Limited English-Speaking Populations

Welcome to the King County Language and Communications Access Site

The King County Language Access Program provides guidance and tools to departments, agencies, residents and business as it pertains to accessible communications to individuals with Limited English Proficiency (LEP) and barriers to communication so that all services, programs and activities are meaningfully accessible to all constituents.

Volunteer your language skills



Sign up to become a Trusted Partner Network (TPN) in an effort to ensure that every resident of King County received critical lifesaving emergency alerts.



Guidance and Resources for County

Employees:

- ❑ [Language Access Requirements](#)
[Large Print](#) | [Infographic](#)
- ❑ [2021 Written Translation Manual](#)
- ❑ [I Speak Cards \(PDF\)](#) | [Blank Card](#)
[Template \(WORD\)](#)
- ❑ [2021 Top Tier Languages](#)
- ❑ [Top 10 Languages Dashboard](#)
- ❑ [Top 6 Language Maps](#)
- ❑ [Translator and Interpreter Directory](#)
- ❑ [Top Languages by City \(EXCEL\)](#)
(Source: King County Emergency Management)
- ❑ [Notice of Accommodations](#)
[Template \(WORD\)](#)
- ❑ [Babel Notice Template \(WORD\)](#)

For more information and resources, please contact our Language Access Liaisons:

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King County Immigrant and Refugees Language Access Guidance, Tools and Resources:



[KCC 2.15 Immigrant,
Refugee and Language
Access Guide](#)



[Language Access
Requirements \(KCC 2.15\)
Large Print | Infographic](#)



[Video of ordinance
Overview](#)



[Ethnic/Community
Media Directory \(EXCEL\)](#)

Language Access Maps:



[Chinese](#)
[Korean](#)
[Russian](#)
[Somali](#)
[Spanish](#)
[Vietnamese](#)

[Top 10 Languages Dashboard](#)
[King County Top Languages Data \(Excel File\)](#)

Translation

Translation Defined: *The conversion of written communication from one language to another in a written format.*

Find authorized vendors and translation agencies

Learn more about the Executive Order on Translation

Review the translation manual, guide and best practices

Useful Links:

Title VI compliance

Procurement

Disability access resources

King County Office of Civil Rights

Interpretation

Interpretation Defined: *The oral conversion of communication of a spoken message from one language to another.*

How to Request Services

Translator and Interpreter Directory

Sign language Interpreter Directory

CART Services Directory

Ethnic Media Directory

Information on court interpreters

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