



U.S. Department of Justice

Access to Justice Initiative

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Access to Justice Initiative Language Access Policy

1. GENERAL POLICY DIRECTIVE

a. Policy Statement

1. It is the policy of the Access to Justice Initiative that ATJ staff shall take reasonable steps to provide limited English proficient (LEP) persons with meaningful access to the work of ATJ.
2. It is the responsibility of the Access to Justice Initiative and not the LEP person to ensure that communications between the Initiative and the LEP person are not impaired as a result of the limited English proficiency of the individual.

b. Purpose

The purpose of this policy is to eliminate or reduce – to the maximum extent practicable – limited English proficiency as a barrier to accessing the work of ATJ.

c. Staff Compliance

All Access to Justice Initiative staff will operate in accordance with this policy.

2. IMPLEMENTATION

a. Personnel

The Deputy Counselor for Access to Justice will oversee implementation of this policy, and the ATJ Administrative Officer will be the primary contact person for language assistance.

b. Budget

The Access to Justice Initiative will participate in the Pilot Project for language line services and will seek other opportunities within DOJ to identify how small entities within DOJ can best offer language services when needed. ATJ will also include in its budget beginning in FY 2013 funding for language access services.

c. Website

This language access policy will be included on the US Department of Justice and Access to Justice Initiative web pages.

d. Tracking/Reporting

The Access to Justice Initiative will establish a system to record and track the number of LEP individuals who communicate with ATJ. The data collected will include a description of the matter requiring language assistance services, the primary language of the LEP person, and the type of language assistance provided during the encounter, along with an assessment of whether the LEP person's needs were met.

e. Updating Policy

This policy will be reviewed and updated as necessary on an annual basis.