

LEP Four Factor Analysis “Quick Guide”

<p style="text-align: center;"><u>RESOURCES</u></p> <p>U.S. Census Bureau www.census.gov</p> <p>American FactFinder https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml</p> <p>Federal LEP website https://www.lep.gov/</p> <p>NC State Extension LEP website https://evaluation.ces.ncsu.edu/civil-rights-2/limited-english-proficiency-lep/</p>	<p><u>FACTOR 1: Number & proportion of LEP in County</u></p> <ol style="list-style-type: none"> 1. Look at existing customer base and employees’ prior experiences with LEP persons 2. Gather information from community organizations that serve the LEP population 3. Review data from the U.S. Census Bureau to identify languages spoken <p><u>U.S. Census Data (American Factfinder)</u> https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml Advanced Search > SHOW ME ALL Topics > People > Language > Language Spoken at Home > Close Geographies > Geographic type: County > State: North Carolina > Geographic Area: select your county > Close Select report C16001: Language spoken at home for the population 5 years and over Download/print your data.</p>	<p><u>FACTOR 2: Frequency of contact with LEP persons</u></p> <ol style="list-style-type: none"> 1. Review programs, activities, and services provided 2. Talk to community organizations 3. Review programs, activities, and services and identify any that potentially could increase in frequency of LEP contact after community outreach. 4. Identify the LEP language groups with whom outreach may result in increased program contacts.
	<p><u>FACTOR 3: Importance of program services/ activities to the LEP persons</u></p> <ol style="list-style-type: none"> 1. Identify any compulsory activities, programs, or services 2. Identify any activities, programs, or services where denial or delays could have serious consequences 	<p><u>FACTOR 4: Resources available and costs</u></p> <ol style="list-style-type: none"> 1. Identify and inventory current LEP resources 2. Determine additional resources needed 3. Implement cost effective practices <p>★ Language services are to be provided at no cost to the LEP individual.</p>