



Barton County Limited English Proficiency Policy

Barton County will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits. The policy of Barton County is to ensure meaningful communication with LEP persons.

Language assistance will be provided through use of competent bilingual staff, staff interpreters, or technology and telephonic interpretation services. All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

Barton County will conduct a regular review of the language access needs of our patient population, as well as update and monitor the implementation of this policy and these procedures, as necessary.

Identifying LEP Persons and Their Language

Barton County will promptly identify the language and communication needs of the LEP person. If necessary, staff will use a language identification card (or "I speak cards," available online at www.lep.gov) or posters to determine the language.

Language Assistance Measures

Barton County continues to monitor the needs of LEP customers, evaluating multiple points of feedback, and tailoring services accordingly. Below is a sample list, including the language assistance services that are provided.

-Evaluate the need to produce other documents in Spanish (or other languages), such as strategic plans, service descriptions, and applications.

-Continue to provide language translation services through the Communications Department at (620) 793-1920.

-Network with local human services organizations that provide services to LEP individuals to assess their needs and utilize their expertise as appropriate.

-On the Barton County website, state that interpreter services can be made available for a public meeting, with 48 hours' advance notification. This notice should also be included on any public notice to advertise a public meeting or service change.

-Spanish-language outreach materials from other organizations and governments reviewed by Barton County staff to maintain awareness of other entity perspectives.

-When oral interpretation services are needed for a public meeting, Barton County staff will attempt to access interpretation services from professional or qualified volunteer interpreters.

-Post the completed Title VI Plan on the Barton County's website.

Staff Training

Each department will identify key individuals who may have contact with LEP individuals and train them in language assistance upon hire or as identified. Some key training issues will include:

-Provide staff training on the Title VI and LEP policies and procedures specified in this document upon hire or as identified.

-Identify Barton County staff as well as operations personnel who speak Spanish or other languages; utilize these staff members to communicate with LEP individuals and to assist with language translation activities.

Providing Notice to LEP Individuals

-Post the completed Title VI Plan on the Barton County website and at County offices.

-On the Barton County Website, state that interpreter services may be made available for a public meeting, with 48-hour advance notification.

-If a service change is believed to impact a large number of LEP individuals, include a statement in public notices that interpreter services can be made available for a public meeting, with advance notification.

Monitoring and Updating the Language Assistance Plan

Due to changing demographics and customer needs, the implementation measures listed above will be reviewed on a regular basis. At a minimum, Barton County will update the LAP along with the Title VI Plan every three years as required by United States Department of Transportation, or as otherwise required. Specific actions for monitoring and updating the plan are as follows:

- Review of Census Bureau data

- Records of contact with LEP individuals will periodically be assessed to determine future.


- Collect information.

Adopted this 27th day of January, 2020

Board of Barton County Commissioners


Kenny Schremmer, Chairman


James R. Daily, Commissioner


Don Davis, Commissioner


Homer Kruckenberg, Commissioner


Jennifer Schartz, Commissioner