

LIMITED ENGLISH PROFICIENCY (LEP)

Under Title VI of the Civil Rights Act of 1964, individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English may be entitled to language assistance under Title VI in order to access public services or benefits for which they are eligible. The City seeks to ensure access to the City's governing process, information published by the City, and the City's programs to area residents who do not speak or read English proficiently.

Persons Served

According to the 2024 American Community Survey published by the United States Census Bureau the population of Valley City is estimated to be 6,541, which is represented by the following demographic groups:

White	5758	88%
Black or African American	25	.4%
American Indian or Alaskan Native	84	1.3%
Asian	212	3.2%
Native Hawaiian or Pac. Islander	30	.5%
Hispanic or Latino	189	2.9%
All other including two or more races	243	3.7%

The US Department of Education through the National Center of Education Statistics reported the following enrollment data for the Valley City Public School District for the 2024-2025 school year:

Total	943	100%
White	818	87%
Hispanic	44	5%
Black	19	4%
American Indian or Alaskan Native	10	2%
Asian or Asian/Pac. Islander	11	1%
Native Hawaiian or Other Pac. Islander	2	1%
All other including two or more races	39	<1%

The North Dakota Department of Public Instruction reports that less than 25 students in the District are English Language Learners.

Frequency of Contacts

An informal review of contacts with City employees indicates that LEP individuals seek services or information from City officials and employees once weekly, on average, with most from the Asian and Hispanic communities.

Services Provided

The City provides numerous forms and documents which allow members of the public to access or learn about city services, programs, and employment including but not limited to applications,

letters, notices, and complaint forms. The City also produces monthly invoices and utility billing statements.

Resources

City officers and employees shall conduct themselves according to the following guidelines. No cost shall be assessed to the LEP individual.

Plain Language. Use clear, concise, and objective language; avoid jargon and acronyms or define them upon first use; confirm understanding using teach-back where appropriate.

Language Identification. At first contact, determine language needs via (a) language identification cards or posters; (b) self-identification; or (c) prior records.

Interpretation. For oral communications with LEP individuals, employees shall: (a) Use Language Link Over-the Phone Interpretation Services, (b) Use City-approved machine translation when an Individual does not wish to use an interpreter service, (c) Refrain from using family members, friends, or bystanders as interpreters except in emergencies until a qualified interpreter or machine translation is available, and (d) Document interpreter and machine translation use in the service record, including date, language, and provider.

Translation. The City will maintain documents in other languages when required by federal law. Employees may upload documents into an approved machine translation service or use oral interpretation (see above) to translate a document.

Data Privacy. Protect personal information obtained for accommodation purposes consistent with City privacy and records policies.