



LEP ACCOMPANYING ADULT INTERPRETER REQUEST FORM

- The Limited English Proficiency (LEP) Accompanying Adult Interpreter Request form may be used only when all of the following conditions are met:
 1. The participant has Limited English Proficiency (LEP);
 2. The participant, not staff, requests that an adult accompanying them interpret; AND
 3. It is a non-emergency situation.
- Minor children (under the age of 18) may not interpret except in emergencies involving imminent threat (29 CFR 38.9(f)).
- Other clients will not be used to interpret. This is to help ensure confidentiality of the information and accurate communication.

1. Participant Information

Name of Individual with LEP: _____ Date: _____

Preferred Language of Individual with LEP: _____

2. Participant Request *(Must be initiated voluntarily by the individual with LEP, not staff.)*

I request that the following adult who is accompanying me provide interpretation or help facilitate communication during this interaction only:

Name of accompanying adult: _____

Relationship to me (cannot be a minor child): _____

- I am specifically requesting that this adult interpret for me for this interaction.
- I understand I have the right to a free qualified interpreter provided by the recipient.
- I understand this request applies only to today and does not apply to future visits.

Signature of Individual with LEP: _____ Date: _____

3. Accompanying Adult Agreement

- I agree to assist with interpretation for this interaction.
- I understand that I must interpret information accurately to the best of my ability.

Accompanying Adult Signature: _____ Date: _____

4. **Staff Documentation** (Required by [29 CFR 38.9\(f\)\(2\)](#))

Staff must document:

- Whether the situation is non-emergency
- Whether reliance on the accompanying adult is appropriate under the circumstances
- Whether the accompanying adult appears competent to interpret
- Whether any vital information will be discussed (staff must provide a qualified interpreter if precise and accurate interpretation is required)

Non-emergency situation?

- Yes
- No: Staff must stop and obtain a qualified interpreter.

Is reliance on the accompanying adult appropriate under the circumstances?

- Yes
- No

Does the adult appear competent to interpret?

- Yes
- No (explain below)

Explanation (if any concerns): _____

Will any vital information be communicated?

- No
- Yes: Staff must ensure a qualified interpreter is present or used; cannot rely solely on accompanying adult.

Staff Name: _____ Date: _____

Staff Signature: _____

Northwest Wisconsin Workforce Investment Board is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please call us through Wisconsin Relay Service (7-1-1) or at 800-947-3529. To request information in an alternate format, including language assistance or translation of the information, please get in touch with us at (715)-685-1425.