Karuk Community Health Clinic
64109 Hillside Road
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe

Karuk Dental Clinic
64100 Hillside Road
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-1650
Fax: (530) 493-5364

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016
Happy Camp, CA 96039

KARUK TRIBE
Limited English Proficiency (LEP) Policy

Approved March 23, 2017.

Overview: This policy is applicable to all Karuk Tribal departments.

Background: Title VI of the Civil Rights Act of 1964, as amended, requires agencies receiving federal funds to take reasonable steps to ensure meaningful access to their programs and activities for persons with limited English proficiency.

Requirements:

1. The Karuk Tribe shall take adequate steps to ensure individuals with limited English proficiency have equal access to benefits and services for which they qualify.

2. No person shall be denied a service, to which they are eligible, solely on account of their limited English proficiency.

3. When appropriate, Staff shall contact locally known persons and request their assistance as interpreters for individuals with limited English proficiency.

4. All interpreters shall be required to sign a statement of confidentiality affirming that they are prohibited from disclosing information obtained through their translation service.

5. Staff shall obtain the recipient's consent to the translation. Prior to communicating on the subject, the interpreter shall translate a request to provide informed written consent to the translation.

6. Adult friends or family members may be used as an interpreter if the recipient makes this request and consents in writing.

7. If individuals are not available locally, an on-demand phone translation service will be utilized. 2 Approved 3/23/17

8. Departments shall begin to collect information regarding the primary language utilized by program participants. This data will inform the continued development of the Tribe's bilingual services so that it can adequately aid its service population.

9. Staff shall provide services to customers in a manner that ensures all customers have meaningful access to programs.

10. Documentation of needs and requests for translation services shall be maintained in recipient files