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TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners

FROM: Deborah Stewart, OTDA Language Access Coordinator
Director Bureau of Refugee Services

SUBJECT: Change to Six Most Common Non-English Languages Spoken by Limited
English Proficient (LEP) Population in New York State

EFFECTIVE DATE: Immediately

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The purpose of this General Information System (GIS) message is to provide social services districts (districts) with information regarding forthcoming revisions to OTDA's Language Access plan.

OTDA translates its vital documents into the six most common non-English languages spoken by LEP individuals in the State of New York as well as Arabic.

Effective immediately, the six most common non-English languages are Spanish, traditional Chinese, Russian, Haitian-Creole, Korean and Bengali. Italian is no longer one of the six most common non-English languages. Accordingly, translations of vital documents into Bengali will be made available and Italian versions of these documents will no longer be posted online. Translated versions of the documents in the previously referenced six languages and Arabic can be downloaded from the OTDA intranet site at http://otda.state.nyenet/ldss_eforms/ and from the OTDA public-facing website at <http://otda.ny.gov/programs/applications/>.

Districts should continue to refer to 06-ADM-05 Providing Access to Temporary Assistance Programs for Persons with Disabilities and/or Limited English Proficiency and 17-INF-14 Language Access for Individuals with Limited English Proficiency, for policies and information pertaining to language access for LEP individuals.