



# Office of Temporary and Disability Assistance

KATHY HOCHUL  
Governor

DANIEL W. TIETZ  
Commissioner

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Executive Deputy Commissioner

## General Information System (GIS) Message

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### Section 1

<b>Transmittal:</b>	22 TA/DC110 Upstate and New York City
<b>Date:</b>	December 20, 2022
<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	Commissioners
<b>From:</b>	Linda Glassman, Deputy Commissioner, Housing and Refugee Services
<b>Subject:</b>	Change to Most Common Non-English Languages Spoken by Limited English Proficient (LEP) Population in New York State and Availability of Translated Vital Documents
<b>Effective Date:</b>	Immediately
<b>Contact Information:</b>	Alma Escobar-Godi, Language Access Coordinator 518 402-3096 or <a href="mailto:languageaccessotda@otda.ny.gov">languageaccessotda@otda.ny.gov</a>

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### Section 2

The purpose of this General Information System (GIS) message is to provide social services districts (districts) information regarding New York State’s language access policy based on recent changes in the enacted SFY 2022-23 New York State (NYS) Budget and to provide information on the availability of translated vital documents.

OTDA’s language access policy stems from Executive Order 26, “Statewide Language Access Policy” (E.O. 26), Executive Order No. 26.1 (E.O. 26.1), which amended E.O. 26, and Title VI of the Civil Rights Act of 1964. E.O. 26 directed Executive State agencies that provide direct public services to translate vital agency documents, including essential public documents such as forms and instructions provided to or completed by program beneficiaries or participants, into the six most common non-English languages spoken by individuals with limited-English proficiency (LEP) in New York State, based on data published by the U.S. Census Bureau and relevant to services offered by each, and to offer interpretation services with respect to the provision of benefits or services.

Under E.O. 26.1, covered agencies, such as OTDA, were required to translate its vital documents into the ten most common non-English languages spoken by LEP individuals in the State, based on data published by the U.S. Census Bureau. Those languages included: Arabic, Bengali, Chinese, Haitian Creole, Italian, Korean, Polish, Russian, Spanish, and Yiddish.

In April 2022, Governor Hochul signed into law New York State's current language access law as part of the SFY 2022-23 enacted NYS Budget. New York State Executive Law Section 202-a, which took effect on July 1, 2022, codifies New York's statewide language access policy by requiring all Executive State agencies that provide direct services or benefits to provide interpretation services in an individual’s primary language with respect to the provision of benefits or services by the agency. Additionally,

Section 202-a of New York State Executive Law requires applicable agencies to translate vital agency documents into the twelve most common non-English languages spoken by LEP individuals, based on data in the most recent American Community Survey published by the U.S. Census Bureau. These languages include Spanish, Chinese, Russian, Yiddish, Bengali, Korean, Haitian Creole, Italian, Arabic, Polish, French, and Urdu.

The law also allows state agencies the option to translate vital documents into four additional languages based on the agency's review of LEP communities served by the state agency as well as recent arrival trends. OTDA's assessment of translation beyond the twelve most common non-English languages spoken by LEP individuals remains ongoing. OTDA, in consultation with the New York State Office of Language Access, will continue to reassess the need for additional languages of translation on an ongoing basis.

Some forms and publications are now available in the twelve most common non-English languages spoken by LEP individuals in the state of New York. In the coming months, more forms and publications will be available as OTDA continues to translate vital documents in accordance with New York State Executive Law Section 202-a.

Translated versions of documents can be downloaded from the OTDA intranet site at [http://otda.state.nyenet/ldss\\_eforms/](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 Revised, "Providing Access to Temporary Assistance Programs for Persons with Disabilities and/or Limited English Proficiency,"](#) [17-INF-14, "Language Access for Individuals with Limited English Proficiency,"](#) and [20-INF-04 "Language Identification Tool"](#) for policies and information pertaining to language access for LEP individuals.