**Workforce Resource Inc.**

**LIISAN SHARCIYADA SIYAASADEED**

Workforce Resource Inc. is committed to providing equal opportunity in all programs, services and activities to individuals who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English. Workforce Resource Inc. waxaa ka go'an inay bixiso fursado siman dhammaan barnaamijyada, adeegyada iyo waxqabadyada shaqsiyaadka aan ku hadlin luqadda Ingiriisiga luuqaddooda koowaad iyo kuwa leh awood xadidan inay akhriyaan, qoraan, ku hadlaan ama fahmaan Ingiriisiga. Those individuals are referred to as limited English proficient, or “LEP.” Meaningful access to Federally funded programs and activities is required by Title VI of the Civil Rights Act of 1964 and its implementing regulations. Shakhsiyaadkaas waxaa loo gudbiyaa sida aqoonta Ingiriisiga kooban, ama "LEP." Fursadaha macquulka ah ee barnaamijyada iyo dhaqdhaqaaqyada federaalka lagu maalgeliyo waxaa looga baahan yahay Title VI ee Xeerka Xuquuqda Madaniga ee 1964 iyo xeerarkiisa.

Meaningful access to LEP individuals is provided in two ways: Oral interpretation and written translation. Helitaanka macquulka ah ee shakhsiyaadka LEP waxa loo bixiyaa laba siyaabood: Fasiraadda afka iyo tarjumaad qoraal ah. Oral interpretation can range from on-site interpreters for critical services provided to a high volume of LEP persons, to access through commercially-available telephonic interpretation services. Fasiraadda afka waxay ka koobnaan kartaa turjubaanada goobta adeegga muhiimka ah ee la siiyay mugga sare ee dadka LEP, si ay u helaan adeegyada turjumaanka taleefannada turjubaanka ah. Written translation can range from translation of an entire document to translation of a short description of the document. Turjubaanka qoraalka ah wuxuu ka koobnaan karaa tarjumaad dukumiinti oo dhan si loogu turjumo sharaxaad gaaban oo ku saabsan dukumeentiga

The entity fulfills this obligation by one or more of the following: hiring bilingual staff, hiring staff interpreters/translators, contracting for interpreters/translation services, using telephone interpreter lines, using computer translation tools, and/or using community volunteers. Shaqaaluhu wuxuu fuliyaa waajibaadkan mid ama ka badan kuwa soo socda: Shaqaalaynta shaqaale laba luqoodle ah, shaqaaleysiiya turjumaan shaqaale / turjubaano, qandaraasyo turjubaan / adeeg turjubaan, adeegsanaya khadadka turjumaanka taleefanka, isticmaalka qalabka turjubaanka kombiyuutarka, iyo / ama isticmaalka tabaruceyaasha bulshada. The entity understands that the interpretation/translation must be performed in a competent, confidential, ethical, and accurate manner at no cost to the LEP individual. Bixiyuhu wuxuu fahamsan yahay in turjumaadda / tarjumaadda waa in lagu fuliyaa si karti leh, qarsoodi ah, anshax, iyo hab sax ah oo aan wax kharash ah u lahayn shakhsi ahaan LEP. The entity does not rely on the LEP individual to provide an interpreter. Ciddu kuma tiirsaneeyn shakhsiyadda LEP si ay u siiso turjubaan.

If an LEP person requests to use a family member, friend or other adult as an interpreter, the entity makes the LEP person aware that the entity will provide a qualified interpreter at no cost to the LEP person. Haddii qof LEP uu codsado inuu isticmaalo xubin qoyska ah, saaxiib ama qof weyn oo turjumaan ah, shakhsigu wuxuu ka dhigayaa qofka LEP inuu ogaado in cidda ay bixin doonto mutarjum aqoon leh oo aan wax kharash ah ku lahayn qofka LEP. The entity respects the LEP person's choice of interpreters. Ciddu waxay ixtiraameysaa qofka u dooda turjubaanka ee LEP. If the LEP person chooses a family member, friend, or other adult to interpret instead of one provided by the entity, the entity makes a record of that decision. Haddii qofka LEP uu doorto xubin qoyska ka mid ah, saaxiib, ama qof weyn oo kale si uu u turjumo halkii uu ka bixin lahaa mid ka mid ah bixiyuhu, cidda ayaa go'aamisa go'aankaas. If the entity believes the interpreter selected by the LEP person is not competent or appropriate, the entity supplements with its own qualified interpreter. Haddii cida uu rumaysan yahay in turjubaanka uu doorto qofka LEP uusan ahayn mid karti leh ama ku habboon, hay'addu waxay ku darsataa turjubaan u gaar ah. Minors should not act as interpreters unless there is an emergency situation and another interpreter is not immediately available. Lagama maarmaan ma aha in u dhaqmaan sida turjubaano haddii ay jirto xaalad degdeg ah iyo turjumaan kale ma aha isla markiiba heli karaa.

The entity records the number and date of instances in which interpretation was offered, what service was offered (eg, staff, in-person contracted, telephone, etc.), whether it was accepted or whether the LEP individual selected their own interpreter, and in what language group the service was needed. Hawlwadeenku wuxuu diiwaangeliyaa lambarka iyo taariikhda xaaladaha turjumaadda la bixiyay, adeegga loo soo bandhigay (tusaale ahaan, shaqaalaha, qandaraaska, telefoonka, iwm.), Haddii la aqbalo ama haddii qofka LEP uu doorto turjubaankiisa, iyo ee luuqadda adeegga loo baahan yahay.

This entity monitors its changing demographics and population trends on an annual basis, to ensure awareness of the language needs in its service area. Baankani wuxuu kormeerayaa isbedelka naafanimada iyo isbeddelka dadweynaha sannadkiiba, si loo xaqiijiyo wacyigelinta baahida luuqada ee adeegooda.

The entity requires its subrecipients to comply with the LEP policies requirements. Haya'ddu waxay ubaahan tahay in wax qabadkeeda ay u hoggaansamaan shuruudaha siyaasadaha LEP.

To assist us in complying with all applicable limited English proficiency rules, regulations and guidelines, the LEP Coordinator is: Kathy Talford, Phone: 877-711-9390 , Ext. Si aad noogu caawiso fulinta dhammaan sharciyada xaddidan ee Ingiriisiga kooban, xeerarka iyo tilmaamaha, Isku-duwaha LEP waa: Kathy Talford, Taleefanka: 877-711-9390 , Ext. 1011. LEP customers are encouraged to ask for language assistance or discuss any perceived discrimination problems with her. 1011. Macaamiisha LEP waxaa lagu dhiirigelinayaa inay weydiistaan ​​caawimaadda luqadda ama kala hadal dhibaatooyinka la xiriira ee takoorka la qaba. Information about discrimination complaint resolution process is available upon request. Macluumaadka ku saabsan habka xalinta cabashooyinka takoorka ayaa la heli karaa marka la codsado.

Workforce Resource Inc. is an equal opportunity service provider. Workforce Resource Inc. waa bixiyaha adeegga fursadaha loo siman yahay. If you need assistance to access services or materials in an alternate format, call our EO Officer at 1-855-792-5439. Haddii aad ubaahan tahay caawimaad si aad u hesho adeegyada ama qalabka qaab kale, waxaad wacdaa Sarkaalkayaga EO 1-855-792-5439. WRI uses WI Relay 711 or 800-947-3529. WRI waxay isticmaashaa WI Relay 711 ama 800-947-3529.

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