



Table of Contents:

- Purpose and Scope
- Forms and Links
- A&F Secretary Approval and Effective Date

Purpose and Scope

The purpose of this Administrative Bulletin is to provide updated guidance to state agencies as they develop Language Access Plans to: (a) Improve access to state services, programs and activities on the part of Limited English Proficiency (LEP) persons; (b) Reduce disparities and delays, if any, in provision of state services/programs to eligible LEP persons; and, (c) Increase agency effectiveness. Additionally, the Administrative Bulletin and the Guidelines contained herein are meant to establish a common baseline for creating access to state services, programs and activities on the part of LEP persons. An agency may and should go beyond these guidelines as needs and circumstances dictate.

This Administrative Bulletin is promulgated pursuant to the objectives of Executive Order 526 and Executive Order 527. Among the objectives of Executive Order 526 are to: (1) affirmatively promote equal opportunity in agency programs, activities, and services and (2) ensure that agency programs, services, activities and decisions do not discriminate against persons with respect to race, color, age, gender, ethnicity, sexual orientation, religion, creed, ancestry, national origin, disability, veteran's status, or source of income. Pursuant to Executive Order 527, the Office of Access and Opportunity is to review and recommend improvements to state agency programs, activities, and services to ensure that they foster access and equal opportunity for all persons, irrespective of race, gender, ethnicity, sexual orientation, disability, religion, national origin, or veteran status.

This Bulletin is intended for the guidance of state agencies, and nothing in it establishes any legally enforceable rights.

Forms and Links

Attached hereto is the body of the Administrative Bulletin in the form of Language Access Policy and Implementation Guidelines.

A&F Secretary Approval and Effective Date

This Administrative Bulletin published by the Executive Office for Administration and Finance shall be effective as of the date specified below:

Jay Gonzalez, Secretary

October 10, 2012

Effective Date