

## **APPENDIX B**

**(Question 3)**

**Employee resource:  
Language access for Limited English-Proficiency (1 page)**

HOME > INFORMATION FOR > EMPLOYEES > LANGUAGE ACCESS FOR LIMITED ENGLISH-SPEAKING POPULATIONS

# Language Access for Limited English-Speaking Populations

Welcome to the King County Language and Communications Access Site

The King County Language Access Program provides guidance and tools to departments, agencies, residents and business as it pertains to accessible communications to individuals with Limited English Proficiency (LEP) and barriers to communication so that all services, programs and activities are meaningfully accessible to all constituents.

## Volunteer your language skills



Sign up to become a [Trusted Partner Network \(TPN\)](#) in an effort to ensure that every resident of King County received critical lifesaving emergency alerts.



## Guidance and Resources for County Employees:

- Language Access Requirements [Large Print](#) | [Infographic](#)
- [2021 Written Translation Manual](#)
- [LSpeak Cards \(PDF\)](#) | [Blank Card Template \(WORD\)](#)
- [2021 Top Tier Languages](#)
- [Top 10 Languages Dashboard](#)
- [Top 6 Language Maps](#)
- [Translator and Interpreter Directory](#)
- [Top Languages by City \(EXCEL\)](#)  
(Source: King County Emergency Management)
- [Notice of Accommodations Template \(WORD\)](#)
- [Babel Notice Template \(WORD\)](#)

For more information and resources, please contact our Language Access Liaisons:

### Cheryse Ishii

Language Equity Program Manager  
 King County Executive's Office of Equity and Social Justice  
 401 5th Ave, Suite 800, Seattle, WA 98104  
[cishii@kingcounty.gov](mailto:cishii@kingcounty.gov)  
 (206) 477-6608

### Mauricio Martinez

Language Access Liaison  
 Customer Service Division  
 King County Executive Office  
 401 5th Ave, Seattle, WA 98104  
[mauricio.martinez@kingcounty.gov](mailto:mauricio.martinez@kingcounty.gov)  
 (206) 263-9630

## King County Immigrant and Refugees Language Access Guidance, Tools and Resources:



[KCC 2.15 Immigrant, Refugee and Language Access Guide](#)



[Language Access Requirements \(KCC 2.15\)](#)  
[Large Print](#) | [Infographic](#)



[Video of ordinance Overview](#)



[Ethnic/Community Media Directory \(EXCEL\)](#)

## Language Access Maps:



- [Chinese](#)
- [Korean](#)
- [Russian](#)
- [Somali](#)
- [Spanish](#)
- [Vietnamese](#)

[Top 10 Languages Dashboard](#)  
[King County Top Languages Data \(Excel File\)](#)

## Translation

**Translation Defined:** The conversion of written communication from one language to another in a written format.

[Find authorized vendors and translation agencies](#)

[Learn more about the Executive Order on Translation](#)

[Review the translation manual, guide and best practices](#)

## Useful Links:

- [Title VI compliance](#)
- [Procurement](#)
- [Disability access resources](#)
- [King County Office of Civil Rights](#)

## Interpretation

**Interpretation Defined:** The oral conversion of communication of a spoken message from one language to another.

[How to Request Services](#)

[Translator and Interpreter Directory](#)

[Sign language Interpreter Directory](#)

- [CART Services Directory](#)

- [Ethnic Media Directory](#)

[Information on court interpreters](#)



[Terms of use](#)  
[Privacy](#)  
[Data transparency](#)  
[Website feedback](#)

[Contact us](#)  
[Email or text alerts](#)  
[Staff directory](#)  
[Elected officials](#)  
[Phone list](#)

[Departments](#)  
[Office locations](#)  
[Holidays and closures](#)  
[Employee resources](#)  
[Careers](#)