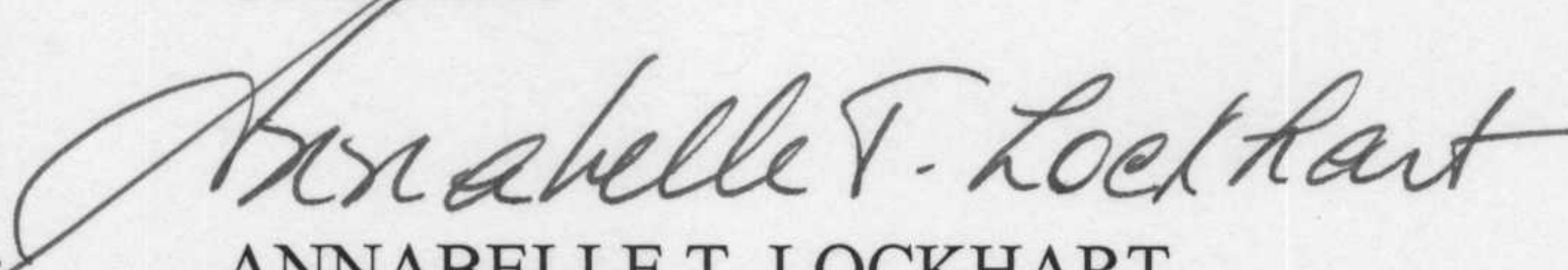


<b>U.S. Department of Labor</b> <b>Office of the Assistant Secretary for Administration and Management</b> <b>CIVIL RIGHTS CENTER</b> <b>Room N-4123</b> <b>200 Constitution Avenue, NW</b> <b>Washington, DC 20210</b>	<b>CRC Directive No.:</b> <b>2006 – 03-REVISED</b>
	<b>Date of Issuance:</b> <b>September 29, 2006</b>
	<b>Date of Expiration:</b> <b>October 1, 2007</b>

TO: STATE WORKFORCE AGENCY ADMINISTRATORS  
STATE WORKFORCE INVESTMENT ACT ADMINISTRATORS  
STATE WORKFORCE AGENCY EQUAL OPPORTUNITY OFFICERS  
STATE WORKFORCE INVESTMENT ACT EQUAL OPPORTUNITY OFFICERS

FROM:   
ANNABELLE T. LOCKHART  
Director  
Civil Rights Center

SUBJECT: Workforce Investment Act (WIA) Section 188 Language Assistance Planning and Self Assessment Tool

**Purpose.** This is to transmit a Language Assistance Planning and Self-Assessment Tool and to obtain information from recipients regarding their need for technical assistance.

**Background.** This document is intended to provide a tool that will assist recipients in planning for the provision of language assistance to the Limited English proficient (LEP) individuals they serve or encounter; and to assist in assessing their current other-than-English language services capabilities. This Tool will also enable CRC to assess the recipients need for technical assistance and identify best practices in the provision of language assistance that can be shared with fellow recipients.

Part A of the Tool is intended to provide a framework for the development of a Language Assistance Plan in light of the general requirements of Title VI of the Civil Rights Act of 1964, as amended, and Section 188 of the WIA and their implementing regulations at 29 CFR Part 31 and 29 CFR Part 37, respectively. The self-assessment questions in Part B of this Tool are also guided by requirements of Title VI and Section 188.

**Action Required.** State Workforce Investment Act agencies and State Workforce agencies are requested to complete the assessment tool for their respective state and its largest Local Workforce Investment Area (LWIA). In order to facilitate our planning for the purpose of providing

technical assistance, we ask that you submit the completed assessment to the Civil Rights Center on or before January 31, 2007.

All completed assessments are to be submitted by mail to:

Ms. Annabelle T. Lockhart  
U.S. Department of Labor  
Office of the Assistant Secretary for Administration and  
Management  
Civil Rights Center  
Room N-123  
200 Constitution Ave., NW  
Washington, DC 20210

Additionally, please provide the name of the person who will coordinate this matter to Denise Delhotal on or by November 30, 2006. The name of the person assigned may be transmitted in writing to the address above or via e-mail. Ms. Delhotal's e-mail address is [Delhotal.Denise@dol.gov](mailto:Delhotal.Denise@dol.gov).

**Inquiries.** Questions or other concerns regarding this request should be addressed to Willie M. Alexander who can be reached at (202) 693-6530 or by e-mail at [Alexander-willie@dol.gov](mailto:Alexander-willie@dol.gov).

**Enclosure**

