



Memo Code: SP 03-2006

**United States  
Department of  
Agriculture**

Food and  
Nutrition  
Service

3101 Park  
Center Drive  
Alexandria, VA  
22302-1500

**DATE:** November 22, 2005

**SUBJECT:** Translation of Free and Reduced Price Application Prototypes for  
People with Limited English Proficiency

**TO:** Special Nutrition Programs All Regions

For several years, FNS has made translated prototypes of its free and reduced price application available electronically on our website. Eighteen separate languages are available, so that members of households who are of limited English proficiency (LEP) may still demonstrate their eligibility for free and reduced price meals.

As a result of the Child Nutrition and WIC Reauthorization Act of 2004, we have made some changes to the original prototype application for free and reduced price meals, thus we will be updating the translated versions as well. We have already begun the process by translating the updated prototype into Spanish, and making this new Spanish version available on our website.

Before we continue our translations, we would like to gather input from States. We would like each Region to collect their States' prioritized lists of those languages which would be most beneficial for them to facilitate the application process for LEP households. States may suggest as many languages as they feel are necessary, listing the most important languages first and those of lesser importance last.

Please submit your lists to Chris Davenport at FNS headquarters by Friday, December 9, 2005. If you have any questions, please contact Chris directly at 703-305-2590, or via e-mail at [Chris.Davenport@fns.usda.gov](mailto:Chris.Davenport@fns.usda.gov).

**Original Signed**

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