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MEMORANDUM

Date: January 3, 2019

To: CDC Directors

From: Kathy Escobedo, Early Intervention and Education Program (EIEP), Unit Manager

Subject: Requirements of providing Prior Written Notice (PWN), Procedural Safeguards, Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) documents in the Native Language of a Family

Ref: KE-2019-001

This memo provides clarification regarding requirements for PWN, Procedural Safeguards, IFSP and IEP documents specific to families whose native language is not English, otherwise referred to as Limited English Proficient (LEP). Consistent with Title VI of the Civil Rights Act of 1964, and the Equal Educational Opportunities Act (EEOA) of 1974, written translation of vital documents must be provided in a families' native language. In the Office of Special Education Program's (OSEP), Dear Colleagues letter of June 14, 2016, vital documents include the IEP, PWN and Procedural Safeguards as they are vital to the parent's understanding of everything contained within their child's special education program. While there is nothing as specific as the Dear Colleagues letter for Part C, Wyoming's Part C program will follow the same requirements as Part B/619, by requiring that all vital documents such as the IFSP, PWN and Procedural Safeguards be provided in the families' native language.

A valuable resource currently available to you is by accessing "Google Translate," available at <https://translate.google.com/>. This is a free resource that is quite user friendly. The easiest way to add written translation for IFSP or IEP documents is by completing the applicable forms in English text first, coping each written section and then pasting the written information within the Google Translate document. The written translation comes up immediately and you will copy and paste this information within the IFSP or IEP document directly below the English text. This way, both the English language and native language is shown on the IFSP and IEP documents. There are multiple languages available in Google Translate.

Another resource available is located on most Microsoft Word software. Select the "Review" tab, then "Translate," then "Translate Selected Text." You will copy and paste the text you need translated. While the EIEP understands that the written translation for both Google Translate and

the Translate within Microsoft Word may not be 100% perfect, it provides LEP families with the key IFSP and IEP information.

There are several braille translators available on the internet. One free resource is located at: <https://www.brailletranslator.org/>. Just as in the above examples, you will copy and paste the text you need in braille, and then copy and paste the translation right into your form.

IEP forms are currently available in Spanish on the WDE's website. Please follow this link to access those forms: <https://edu.wyoming.gov/in-the-classroom/special-programs/special-programs-forms/> When utilizing those forms, you will upload the finished documents into the SEAS system. While we do not currently have Spanish IFSP forms available, the EIEP plans to do so in the future and have these available for use with the new software system.

The EIEP recognizes the additional work that is required to complete these steps; however, we must be committed to following the EEOA and the Civil Rights Act of 1964. This ensures parent's full comprehension of their child's early intervention or preschool services and the outcomes that are to be achieved in order for their child to be successful.

KE/ke



c: Heather Babbitt, Operations Administrator, Behavioral Health Division
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