

## **LEP REPORTING FORM INSTRUCTIONS**

The LEP Reporting Form is designed to capture critical information when limited English proficient individuals contact us to assist with access to department services and resources.

This form will assist the Title VI Program with annual reporting requirements to Federal Highway Administration (FHWA).

When filling out the form, please include the following:

- How did the LEP person come in contact with your office
- What services were provided to the LEP person
- How the services were provided, i.e.
  - Telephone
  - Written translation
  - In-person

Once this information is completed on the form, please forward the Reporting Form to Alexis Jones, LEP Specialist, Title VI Program, 916-324-1811.