When is Cooperative Extension legally responsible for translating text-based materials?

The following flow chart helps clarify our federal obligations for providing materials to limited English proficient (LEP) persons in a multilingual format.

Start here: Is a member of the public, for themselves or for someone else, requesting the translation of materials?

- No

Is the person requesting the translation of materials a Cooperative Extension staff member?

- Yes
  - Is the staff person’s request for translated materials related to Cooperative Extension programming, services, or activities?
    - Yes
      - Cooperative Extension is not legally obligated to provide translation services. The request did not originate from a member of the public or one of its staff persons. No further action is required.
    - No
      - Cooperative Extension is not legally obligated to provide translation services. The request for services is not connected to our programs and activities. No further action is required.
  - No
    - Do the materials contain information or content that members of the public need to understand or fill out in order to participate with programs? This can include applications for participation, release or consent forms, documents related to a participant’s medical history, emergency information, and other documents that ask for information that is sensitive in nature.
      - Yes
        - Cooperative Extension may have legal obligations for providing translation services in this situation. As the sole sponsor of the content, Cooperative Extension may have legal obligations for providing translation services in this situation. Even though the content does not include “critical” or “vital” information, Cooperative Extension is still legally responsible for providing any necessary translation of the materials.
      - No
        - Cooperative Extension is legally obligated to translate the materials because the content includes “critical” or “vital” information that participants need to understand.

- No
  - Is Cooperative Extension collaborating with any external organizations to develop or sponsor the content?
    - Yes
      - Cooperative Extension is legally obligated to provide translation of the materials. The request originated from a member of the public so they or someone else could gain access to our information, programs, and activities.
    - No
      - Is Cooperative Extension the primary sponsor for developing the content?
        - Yes
          - Do the materials contain information or content that members of the public need to understand or fill out in order to participate with programs? This can include applications for participation, release or consent forms, documents related to a participant’s medical history, emergency information, and other documents that ask for information that is sensitive in nature.
            - Yes
              - Cooperative Extension is legally obligated to provide services. The request includes “critical” or “vital” information that LEP persons must understand in order to participate.
            - No
              - Cooperative Extension is legally obligated to translate the materials. Even though the content does not include “critical” or “vital” information, Cooperative Extension is still legally responsible for providing any necessary translation of the materials.
        - No
          - Is Cooperative Extension the primary sponsor for developing the content?
            - Yes
              - Cooperative Extension is legally obligated to provide translation of the materials. The request originated from a member of the public so they or someone else could gain access to our information, programs, and activities.
            - No
              - Cooperate Extension is not legally obligated to provide translation services. The request did not originate from a member of the public or one of its staff persons. No further action is required.

Please direct any questions to Jennifer Wilson, Extension Operations Leader, jrwilson@ksu.edu.