

Limited English Proficiency (LEP) Plan

North Nodaway County R-VI School District
Program Area: USDA Child Nutrition Programs (NSLP, SBP)
Review Period: 2026–2027 School Year

I. Purpose & Authority

The purpose of this plan is to ensure meaningful access to the National School Lunch Program (NSLP) and School Breakfast Program (SBP) for students and families with Limited English Proficiency. This plan satisfies the requirements of Title VI of the Civil Rights Act of 1964 and USDA Regulation 7 CFR Part 15, as outlined in USDA Memo SP-37-2016.

II. The Four-Factor Analysis (District-Specific)

North Nodaway R-VI evaluates its language assistance needs based on the following four factors:

- **1. Number or Proportion of LEP Individuals:** According to current district enrollment data, the student population stands at roughly 186–200 students across the Elementary and Jr./Sr. High campuses. The proportion of actively enrolled English Language Learners (ELL) or families requiring non-English correspondence is currently under 1%. The primary language spoken in the service area is English.
- **2. Frequency of Contact:** Contact with LEP individuals primarily occurs during annual student registration, submission of the Free and Reduced Price Meal Applications, and public school board or community events.
- **3. Importance of the Program:** Nutritious school meals directly support student health, development, and academic success. Given that approximately 44% to 55% of students across the district qualify as economically disadvantaged or eligible for free/reduced-price benefits, ensuring unhindered access to this program is critical.
- **4. Resources Available and Costs:** Given the low density of LEP families, North Nodaway R-VI utilizes cost-effective, centralized resources provided by DESE and the USDA, such as pre-translated program templates.

III. Language Assistance Procedures

1. Identification of LEP Individuals

- **Home Language Survey (HLS):** Every enrolling household must fill out a Home Language Survey during registration.
- **Point-of-Service Identification:** Foodservice staff and school secretaries will be trained to use the USDA 'I Speak' language identification cards if a parent or student requests assistance.

2. Translation of Vital Written Documents

North Nodaway R-VI will ensure all 'vital documents' are accessible to non-English speakers. For populations under the federal safe harbor threshold (fewer than 5% or 1,000 persons), pre-translated materials will be provided on demand:

- **Meal Applications:** The district will utilize multi-language versions of the USDA Free and Reduced-Price School Meals Application (available through DESE in over 30 languages).
- **Direct Notifications:** Letters regarding eligibility, verification, or meal charge thresholds will be distributed in a family's primary household language if identified via the HLS.

3. Oral Interpretation Services

- **Family Translators Prohibited:** The district will never require an LEP parent or student to use family members or children to interpret administrative food service decisions.
- **On-Demand Assistance:** If an oral interpreter is required for food service inquiries or eligibility discussions, the district will utilize phone-based translation services or coordinate with regional education service agencies to fulfill the request.

IV. Staff Training

All front-line food service personnel, cafeteria supervisors, and building secretaries will receive annual Civil Rights training. Training will encompass: recognizing an LEP individual, accessing translated USDA applications, utilizing interpretation resources, and documenting requests for language assistance.

V. Public Notification & Environment

The USDA 'And Justice for All' civil rights poster will remain permanently displayed in prominent locations within both school cafeterias. The non-discrimination statement will be included on all published school menus and online food service resource pages.

VI. Monitoring and Plan Updates

The District Food Service Director and Central Office Administration will review and update this plan annually prior to the start of each school year. Adjustments will be made immediately if enrollment shifts reflect a growing need for specific language accommodations.