

F Management Evaluation Review Civil Rights Compliance and Limited English Proficiency

Review for the following:

- Through discussion with and verification received from the management, determine whether current staff have completed the Civil Rights **CBT** during the past year.
- Through discussion with the local office management, determine whether there are procedures in place to ensure current staff complete the Civil Rights CBT on a yearly basis.
- Through discussion with the local office staff, determine whether staff are aware of procedures to follow when a participant expresses an interest in filing a [discrimination complaint](#).
- Is the And Justice For All (AD 475B - 12/99 Revision) poster prominently displayed in the lobby? When it is not, does the office have the poster or must it be ordered?
- Through discussion with the local office management, determine the number of staff who are bilingual and the languages they speak.
Through discussion with **EIs**, determine whether staff are aware of the procedures to follow when a [translator](#) is needed.
- Is the I Need an Interpreter (FA-1191A) poster, with all language tabs attached, displayed in the lobby?
Compile and report the results of the Civil Rights Compliance and **LEP** review of the local office.

(See [Posters](#), [Discrimination Complaint](#), and [Bilingual Requirements](#))