

LANGUAGE PREFERENCE FORM

This form is an identifier of your preferred spoken and written language needs.

SPOKEN LANGUAGE PREFERENCE

Please check the language you prefer to **speak**, and want to be **spoken** to:

- I speak and understand English. I do not need special language services.
- Spanish: Hablo y comprendo español
- Cantonese: 我會說和懂粵語
- Mandarin: 我会说和懂普通话
- Cambodian: ខ្ញុំចេះនិយាយនិងយល់ភាសាខ្មែរ
- Vietnamese: Tôi nói và hiểu được Tiếng Việt
- Pashto: زه پښتو وایم او پرې پوهېږم
- Tagalog: "Ako ay nakakapagsalita at nakakaintindi ng Tagalog
- American Sign Language: I speak and understand ASL
- Dari: من به زبان دری صحبت و تفهیم میکنم
- Farsi: من به زبان فارسی صحبت می کنم و زبان فارسی را متوجه می شوم
- Lao: ຂ້ອຍເວົ້າ ແລະ ເຂົ້າໃຈພາສາລາວ
- Arabic: أنا أتكمم وأفهم اللغة العربية
- Mien: Yie gorngv caux bieqc hnyouv Mien waac
- Russian: Я говорю и понимаю по-русски
- Bosnian: Ja govorim i razumijem bosanski
- Other: _____

WRITTEN LANGUAGE NEEDS (CHECK AS APPLIES)

Please check the language you prefer to **write**, and want to receive written information in:

- I write, read, and understand English, and do not need special language services.
- Spanish: Escribo, leo y comprendo español
- Cantonese: 我會寫，讀，和懂粵語
- Mandarin: 我会写，读，和懂普通话
- Cambodian: ចេះអាន សរសេរ និងយល់ភាសាខ្មែរ
- Vietnamese: Tôi đọc, viết và hiểu được Tiếng Việt
- Pashto: زه پښتو لیکم، لولم او پرې پوهېږم
- Tagalog: Ako ay nakakasulat, nakakabasa, at nakakaintindi ng Tagalog
- Dari: من به زبان دری می نویسم، می خوانم و تفهیم میکنم
- Farsi: من به زبان فارسی می خوانم، می نویسم و این زبان را متوجه می شوم
- Lao: ຂ້ອຍຂຽນ, ອ່ານ, ແລະ ເຂົ້າໃຈພາສາລາວ
- Arabic: أنا أكتب وأقرأ وأفهم اللغة العربية
- Mien: Yie fiev nzangc, doqc nzangc, caux bieqc hnyouv Mien waac
- Russian: Я пишу, читаю и понимаю по-русски
- Bosnian: Ja pišem, čitam i razumijem bosanski
- Other: _____

I would like an alternative format of communication:

- Large Print
- Recording

Other: _____

I, the client, accept responsibility for the use of my own interpreter. * (**Authorization to Release Information form may be needed**)

I, the client, was offered interpretive services at no cost but declined.

I, the client, have read or had read to me in my preferred language, my rights on page 2 of this form.

Applicant/Recipient Signature

Date

WORKER VERIFICATION OF CLIENT LANGUAGE NEEDS

The person identified above could not complete this form on his/her own. I determined this person's language using:

Bilingual staff: _____
Worker Name Worker #

Community interpreter*: _____
*Authorization to Release Information form may be needed Name Community Organization

I Speak Chart Over the Phone Interpretation Services Other*: _____

ET/EC/ESC/SW Name

ET/EC/ESC/SW Signature

Worker #

Date

LANGUAGE SERVICES RIGHTS

English:

When applying for or receiving public assistance, you have the right to bilingual services—an interpretation service at no cost to you. In addition, you may request that forms and letters in your preferred language be used. The County must give you the forms in your preferred language if they have been translated into that language. Otherwise, the County must interpret these forms/letters (tell you what they say). These language services must be provided without an unreasonable delay. If you feel you have been denied these services, you may contact the County Civil Rights Officer at 510-907-0642, or the State Office of Civil Rights toll-free, at 1-866-741-6241.

Spanish/Español:

Cuando usted presenta una solicitud para recibir asistencia pública, tiene el derecho a tener acceso a servicios bilingües: servicios de interpretación gratuitos. Asimismo, también puede pedir el uso de formularios y cartas en su idioma de preferencia. El Condado debe proporcionarle los formularios en idioma de preferencia si éstos existe una versión traducida en ese idioma. De lo contrario, el Condado debe interpretar estos formularios/cartas (un intérprete lee para usted lo que dice el formulario). Estos servicios bilingües se deben proporcionar sin demoras por motivos que no sean razonables. Si a usted le parece que se le han negado estos servicios, puede comunicarlo al Funcionario de Derechos Civiles del Condado (*County Civil Rights Officer*) llamando al teléfono 510-907-0642, o a la línea telefónica gratuita 1-866-741-6241 de la Oficina Estatal de Derechos Civiles (*State Office of Civil Rights*).

Cantonese/粵語:

在申請或接受公共援助時，您有權獲得雙語服務 - 免費提供口譯服務。此外，您可以要求使用您首選語言的表格和信件。如果文件已經翻譯成該語言，縣必須以您的首選語言提供表格。否則，縣必須解釋這些表格/信件（告訴您具體說些什麼）。必須提供這些語言服務以便不會有不合理的延遲。如果您認為您被拒絕提供這些服務，您可以撥打電話：510-907-0642聯繫縣民權官員，或撥打免費電話，聯繫州民權辦公室，電話號碼是1-866-741-6241。