

County of Hidalgo

Employee Language Report

Instructions: Unless otherwise directed, each department/office shall maintain this log throughout the calendar year and submit it to the Hidalgo County Executive Office, Title VI/Nondiscrimination Coordinator, by January 15th of each year. Submit via email at titlevi@co.hidalgo.tx.us.

Voluntary Participation: Please indicate employees who possess language skills other than English and who are willing to assist a Limited English Proficiency (LEP) individual who requires language assistance.

Department: _____

Date: _____

LEP Department Contact: _____

Employee Name	Employee Phone	Language	Speaking			Reading			Writing			Understanding		
			Basic	Advance	Native	Basic	Advance	Native	Basic	Advance	Native	Basic	Advance	Native
Place an 'x' in the column to indicate level of language skill														