Executive Order 13166:
Improving Access to Services for Persons with Limited English Proficiency

Overview of Executive Order 13166

On August 11, 2000, the President signed Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." The Executive Order requires Federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them. It is expected that agency plans will provide for such meaningful access consistent with, and without unduly burdening, the fundamental mission of the agency. The Executive Order also requires that the Federal agencies work to ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

To assist Federal agencies in carrying out these responsibilities, the U.S. Department of Justice has issued a Policy Guidance Document, "Enforcement of Title VI of the Civil Rights Act of 1964 - National Origin Discrimination Against Persons With Limited English Proficiency" (LEP Guidance). This LEP Guidance sets forth the compliance standards that recipients of Federal financial assistance must follow to ensure that their programs and activities normally provided in English are accessible to LEP persons and thus do not discriminate on the basis of national origin in violation of Title VI's prohibition against national origin discrimination.

Guidance and Materials

- Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (HTML or PDF)

- Department of Justice Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons as published in the Federal Register on June 18, 2002 (HTML or PDF)

- Assistant Attorney General July 8, 2002 Memorandum to Heads of Federal Agencies, General Counsels, and Civil Rights Directors concerning Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency) (HTML or PDF)

- Department of Justice August 16, 2000, Enforcement of Title VI of the Civil Rights Act of 1964 - National Origin Discrimination Against Persons with Limited English Proficiency: Policy Guidance (HTML or PDF)
• Commonly Asked Questions and Answers Regarding Executive Order 13166: Providing Meaningful Access to Individuals Who Are Limited English Proficient to Federally Assisted and Federally Conducted Programs And Activities

• Statement by the President on Executive Order 13166

• Department of Justice January 16, 2001 LEP Guidance Specifically for DOJ Recipients (HTML or PDF)

  - English (HTML or PDF)
  - Spanish / Español (HTML or PDF)

• Department of Justice October 26, 2001 Memorandum Regarding Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency) (HTML or PDF)

• Background and Questions and Answers - October 26, 2001 DOJ Clarifying Memorandum Regarding Limited English Proficiency and Executive Order 13166

• Department of Justice January 11, 2002 Memorandum concerning Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency) (HTML or PDF)

• Department of Justice Language Assistance Implementation Plan for its Federally Conducted Programs Pursuant to Executive Order 13166

• March 14, 2002 OMB Report to Congress, "Assessment of the Total Benefits and Costs of Implementing Executive Order No. 13166: Improving Access to Services for Persons with Limited English Proficiency (HTML or PDF)

• Assistant Attorney General November 12, 2002 Memorandum to Heads of Federal Agencies, General Counsels, and Civil Rights Directors concerning Tools to Ensure Implementation and Understanding of Executive Order 13166 (HTML or PDF) with HOT LINKS to brochures and implementation tools

• LEP Recipient Guidance from federal agencies:
  - Corporation for National and Community Service LEP Policy Guidance for its recipients (HTML or PDF)
  - Department of Commerce LEP Policy Guidance with request for comment (HTML or PDF)
  - Department of Education Limited-English Proficient Resources - Pre-Executive Order 13166 (external link)
  - Department of Health and Human Service (HHS) Recipient Limited English Proficiency Policy Guidance (external link)
  - Department of Health and Human Service (HHS) Recipient LEP Policy Guidance - Republication for additional comments (HTML or PDF)
  - Department of Justice (HTML or PDF)
  - Department of Labor LEP Policy Guidance for its recipients (HTML or PDF)
  - Department of Transportation LEP Policy Guidance for its recipients (HTML or PDF)
  - Department of the Treasury LEP Policy Guidance for its recipients (HTML or PDF)
  - Department of the Treasury LEP Policy Guidance for its recipients - Republication for additional comments (HTML or PDF)
  - General Services Administration LEP Policy Guidance for its recipients (HTML or PDF)
• General Services Administration LEP Policy Guidance for its recipients - Republication for additional comments (HTML or PDF)
• Institute of Museum and Library Services Proposed LEP Policy Guidance for its recipients (HTML or PDF)
• National Aeronautics and Space Administration, LEP Policy Guidance for its recipients (HTML or PDF)
• National Endowment for the Arts (NEA), LEP Policy Guidance for recipients and for NEA programs (external link)
• National Science Foundation, LEP Policy Guidance for its recipients (HTML or PDF)
• National Science Foundation, LEP Policy Guidance for its recipients - Republication for additional comments (HTML or PDF)

• Federally Conducted plans for agencies pursuant to Executive Order 13166:
  o Department of Energy Ensuring Access to Federally Conducted Programs and Activities by Individuals with Limited English Proficiency (LEP) Plan DRAFT (external link)
  o Department of Health and Human Services' Plan for Agency Compliance With Executive Order 13166 (external link)
  o Department of Justice
  o National Aeronautics and Space Administration Language Assistance Plan for Accommodating Persons with Limited English Proficiency in NASA-Conducted Programs and Activities (external link)
  o National Council on Disability's Plan for Agency Compliance With Executive Order 13166 (external link)
  o National Endowment for the Arts (NEA), LEP Policy Guidance for recipients and for NEA programs (external link)
  o National Labor Relations Board (external link)
  o Office of Special Counsel's Plan for Agency Compliance With Executive Order 13166 (external link)
  o Pension Benefit Guaranty Corporation's Plan for Agency Compliance With Executive Order 13166 (external link)
  o Railroad Retirement Board Plan to Improve Service to Individuals with Limited English Proficiency (external link)
  o Social Security Administration (external link)
  o U.S. Consumer Product Safety Commission's Plan for Agency Compliance With Executive Order 13166 (external link)

• "I Speak" Language Identification Flashcard (PDF)

• Clearinghouse website providing and linking to information, tools, and technical assistance regarding limited English proficiency and language access for federal agencies, recipients of federal funds, users of federal programs and federally assisted programs, and others - www.lep.gov.

• Assistant Attorney General Dec. 13, 2002 letter to recipients of DOJ assistance seeking and offering assistance in implementing LEP guidance (HTML or PDF). An article for possible inclusion in newsletters is attached (HTML).
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