

Instructions on how to complete the LEP Plan.

- a) From this e-mail right click on the attached Word document titled "LEP plan". (Caution: if you double click on the Word document "LEP Plan", it will open but, you might lose the template properties).
- b) Select "Save as" and save it in "My documents".
- c) Once the document "LEP Plan" is saved, you can open it and start entering information. The "LEP Plan" is a template, therefore you will not be able to add or delete to the main document, just in the gray shaded areas. In the gray shaded areas you can type, cut and paste or delete. The gray shaded areas already have a title in it, indicating the type of information that is needed. Delete the title once the information requested has been completed.
- d) Once you have completed the "LEP Plan" you can save it and print a copy. The printed document will not show the gray shaded areas.
- e) Please be sure that your cover page has the following information:

County Agency Name and Complete address

Plan if a single, double, triple or quadruple combined agency

If combined, spell out the combination, DJFS & CBS & CSEA & WIA

Name and contact information of the agency's Civil Rights Coordinator