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**Office of Family Stability Letter No. 39**  
September 27, 2005

**TO:** Directors, County Departments of Job and Family Services

**FROM:** Jeanne Carroll, Deputy Director  
Office of Family Stability

**SUBJECT: Your Rights and Responsibilities and Request for Cash, Food Stamp, and Medical Assistance Forms Now Available in Spanish and Somali**

Your Rights and Responsibilities form (JFS 07501) and Request for Cash, Food Stamp, and Medical Assistance form (JFS 07200) are now available in Spanish and Somali. They can be found at the Ohio Department of Job and Family Services (ODJFS), Office of Family Stability (OFS) internet site at URL: <http://jfs.ohio.gov/ofam/cmandfsa.stm> Under the forms listing at innerweb site: <http://www.odjfs.state.oh.us/forms/results2.asp> and internet site: <http://www.odjfs.state.oh.us/forms/results1.asp>

A supply of the Spanish forms will be stored in the ODJFS warehouse at 2098 Integrity Drive, North (43209) for ordering by the counties. The Somali forms will not be stored in the ODJFS warehouse at this time. If the volume of usage increases we will request a supply to be stored for ordering.

At this time we would also like to remind the counties of the proposed agreement to settle all claims in the lawsuit entitled *Almendares v. Palmer*, Case No. 3:00CV7524. Under the terms of the proposed settlement agreement and per federal law, entities administering federally funded programs are obligated to continue to recognize the special needs and concerns of persons with limited English proficiency (LEP) and provide LEP persons equal access to, or equal opportunity to participate in ODJFS programs. Policies and procedures, combining use of bilingual staff, interpreter services, and translated materials, that enable effective communication with LEP persons, in their primary language, for all programs and activities, during all hours of operation must be in place. Reference the Ohio administrative code rule 5101:4-1-05 and the Code of Federal Regulations at 7 CFR 272.4 (b).

ODJFS will continue to distribute Babel cards to all county departments of job and family services (CDJFS) offices for use in ascertaining the primary language of each prospective LEP person who applies for or receives program assistance. The inner web site for the Babel cards is: <http://innerweb/ofam/Interpretation.pdf> CDJFS offices shall also maintain a supply of translated forms and brochures currently available from ODJFS.

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