The U.S. Department of Agriculture’s (USDA) [Food and Nutrition Service (FNS) Instruction](https://fns-prod.azureedge.net/sites/default/files/113-1.pdf) [113-1](https://fns-prod.azureedge.net/sites/default/files/113-1.pdf) requires local educational agencies (LEAs) that participate in the federally funded Child Nutrition Programs (CNPs) to take responsible steps to ensure meaningful access to their programs and activities by English learners. The USDA defines English learners as individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

To assist LEAs with providing meaningful access to their CNPs, Hawaii Child Nutrition Programs (HCNP) has developed a list of taglines that LEAs can use when communicating with parents and guardians within the school district or institution. The purpose of the taglines is to inform the English learner parent/guardian (in their spoken language) of who to contact within the district or institution if they need language assistance services.

The sample taglines on page 2 are in nine spoken languages in Hawaii. The nine languages are:

* Mandarin Chinese
* Filipino- Tagalog
* Hawaiian
* Japanese
* Korean
* Samoan
* Spanish
* Thai
* Vietnamese

LEAs should also be aware of the English learner languages spoken within their district or institution. For additional language tagline translations, visit the U.S. Department of Health and Human Services’ [Translated Resources for Covered Entities website.](https://www.hhs.gov/civil-rights/for-individuals/section-1557/translated-resources/index.html?language=es)

LEAs should include all taglines with their Frequently Asked Questions (FAQs) letter, which is sent to all households at the beginning of the school year; and any time a new student registers with the district. LEAs should also have a plan in place to meet the language needs of parents/guardians who contact the district or institution to request language assistance services.

[*Sample Taglines Form*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/TaglinesForm.doc) is a Word version of the taglines that LEAs may edit as needed.

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| **Sample tagline informing individuals with limited English proficiency of language assistance services** |
| **English**  **ATTENTION: If you speak [insert language], language assistance services, free of charge, are available to you. Call 1-xxx-xxx-xxxx (TTY: 1-xxx-xxx-xxxx).** |
| **Mandarin Chinese**  注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-xxx-xxx- xxxx（TTY：1-xxx-xxx-xxxx）。 |
| **Filipino- Tagalog**  PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-xxx-xxx-xxxx (TTY: 1-xxx-xxx-xxxx). |
| **Hawaiian**  **E nana mai: ina ‘olelo Hawai’i ‘oe, manuahi ka ‘oihana kokua unuhi ‘olelo nou. E kelepona ia:**  1-xxx-xxx-xxxx (TTY: 1-xxx-xxx-xxxx). |
| **Japanese**  注意事項：日本語を話される場合、無料の言語支援をご利用いただけます。1-xxx-xxx-xxxx（TTY:1-xxx-xxx-xxxx）まで、お電話にてご連絡ください。 |
| **Korean**  주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-xxx- xxx-xxxx (TTY: 1-xxx-xxx-xxxx)번으로 전화해 주십시오 |
| **Samoan**  FAʻAALIGA: Afai e te tautala [faʻaofi gagana], tautua fesoasoani gagana, leai se totogi, e avanoa ia te oe. Valaau le 1-xxx-xxx-xxxx (TTY: 1-xxx-xxx-xxxx). |
| **Spanish**  ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-xxx-xxx-xxxx (TTY: 1-xxx-xxx-xxxx). |
| **Thai**  เรียน: ถ้าคุณพูดภาษาไทยคุณสามารถใช้บริการช่วยเหลือทางภาษาได้ฟรี โทร 1-xxx-xxx-xxxx (TTY: 1-xxx-xxx-xxxx) |
| **Vietnamese**  CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-xxx-xxx-xxxx (TTY: 1-xxx-xxx-xxxx). |