# GREENE COUNTY GOVERNMENT

**Limited English Proficiency (LEP) Plan**

Title VI Documentation | Revised November 2026

## I. Purpose and Scope

Greene County Government is committed to administering its programs and services without discrimination based on race, color, or national origin, consistent with Title VI of the Civil Rights Act of 1964 and applicable federal funding requirements. This plan describes a practical process for identifying language needs, determining when language assistance is appropriate or legally required, and responding to requests in county programs and services.

This plan applies to county departments and programs administered by Greene County Government, subject to program-specific federal or state requirements. Separate rules governing courts, criminal proceedings, disability access, or particular grant awards may impose additional duties and take precedence where applicable.

## II. Legal Framework and Current Guidance

Title VI prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance. Executive Order 14224 (March 2025) designated English as the official language of the United States and revoked Executive Order 13166. The U.S. Department of Justice has rescinded prior guidance issued under the revoked order and issued updated implementation guidance in 2026. These developments do not repeal Title VI or eliminate other applicable statutory, regulatory, court-ordered, or grant-specific obligations.

Greene County will evaluate language assistance based on applicable law, the requirements of each funding agency and program, the importance of the service, and operational need. This plan does not promise translation of every document or establish an automatic right to an interpreter for every interaction. County personnel must refer uncertain legal or funding-specific questions to the Title VI Coordinator and, as needed, County legal counsel.

## III. Community Profile and Four-Factor Review

The U.S. Census Bureau estimates Greene County's population at 73,831 as of July 1, 2025. The 2020–2024 American Community Survey estimates that 3.8% of residents age five and older speak a language other than English at home. This measure is not the same as limited English proficiency and must not be used as a count of people needing interpretation. The County should supplement it with program-specific requests and, where available, ACS English-proficiency tables.

### 1. Number or proportion likely to be served

Consider the languages and English proficiency of people eligible for or likely to use each county program, using Census data and documented service encounters.

### 2. Frequency of contact

Track requests and encounters by department, language, type of assistance, and outcome. The 2017 plan reported 262 encounters in 2016; this historical count is not presented as current activity.

### 3. Nature and importance of services

Prioritize accurate communication where safety, emergency response, legal rights, deadlines, access to essential benefits, or significant consequences are involved.

### 4. Resources and costs

Assess qualified staff availability, interpretation vendors, telephone or video interpretation, translated materials, grant terms, and budget. The 2017 statement that four bilingual employees were available must be verified before being restated.

## IV. Identifying and Responding to Language Needs

- Employees should ask which language the individual prefers for communication, using a language-identification card or other respectful method when useful. Do not assume proficiency from surname, appearance, or nationality.
- For routine interactions, employees may use available translated materials or qualified bilingual staff where suitable. For consequential, complex, confidential, or time-sensitive matters, staff should seek a competent interpreter when required or appropriate under the program's rules.
- Employees should contact their supervisor or the Title VI Coordinator for approved interpretation resources. If immediate safety is at issue, follow the department's emergency procedures and obtain available language support without avoidable delay.
- Staff should speak directly to the individual, use plain language, allow time for interpretation, and protect confidentiality. Do not rely on minor children to interpret except in an immediate emergency while qualified assistance is being arranged. Adult companions may assist at the individual's request when lawful, appropriate, and free of conflict or coercion.
- Document significant language-assistance requests and their resolution without recording unnecessary personal or sensitive information.

## V. Written Information and Public Notice

Departments will identify critical documents and notices based on applicable program requirements and the importance of the information. Where required by law or funding terms, or necessary for effective program operations, the County will arrange appropriate translation or language support. Departments should avoid using unreviewed machine translation for legal, safety-critical, or confidential material.

Information about the availability of language assistance and how to contact the Title VI Coordinator should be made available through appropriate county channels, including the county website and relevant public-facing offices, consistent with current law and program requirements.

## VI. Staff Training and Department Responsibilities

The Title VI Coordinator will provide or coordinate periodic guidance to appropriate personnel on recognizing requests, identifying the preferred language, locating approved interpretation resources, maintaining confidentiality, documenting assistance, and escalating complaints. Department heads will identify staff who need training and communicate any grant-specific language-access conditions.

## VII. Complaints and Referral

A person who believes they were discriminated against in a county program on a basis protected by Title VI may contact the Title VI Coordinator. Complaints will be handled under Greene County Government's adopted Title VI complaint and compliance procedures, including applicable filing deadlines and referral rights. This LEP Plan does not replace those procedures. Retaliation for raising a good-faith concern is prohibited where protected by law.

## VIII. Monitoring, Records, and Revision

The Title VI Coordinator will periodically review demographic data, department requests, interpretation needs, complaints, changes in law, and relevant funding conditions. The plan should be reviewed at least annually and updated when material changes occur. Departments should report barriers or recurring needs promptly. Records will be retained in accordance with the County's applicable records-retention requirements.

## IX. Contact Information

Greene County Government • Human Resources / Title VI Coordinator
401 Takoma Avenue, Suite 204, Greeneville, TN 37743
Mail: P.O. Box 1655, Greeneville, TN 37744
Phone: 423-798-1782 | Fax: 423-798-1783
Email: eelmore@greenecountytn.gov

## X. References and Verification Notes

- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- Executive Order 14224 (2025); U.S. Department of Justice, Title VI resources and September 2026 guidance published in the Federal Register November 12, 2026.
- U.S. Census Bureau, QuickFacts: Greene County, Tennessee (2025 population estimate; ACS 2020–2024 language-at-home estimate).
- County verification before adoption: current interpreter contracts and staff capacity; 2025–2026 encounter counts; department-specific funding requirements; county complaint procedure and retention schedule; legal review of federal guidance.

**Sources: https://www.justice.gov/crt/fcs/TitleVI ; https://www.govinfo.gov/content/pkg/FR-2026-11-12/html/2026-22966.htm ; https://www.census.gov/quickfacts/fact/table/greenecountytennessee/**