



# ALTERNATE LANGUAGE DESIGNATION FORM

*TNDC wants to provide effective communication and services to all its clients. This includes persons with disabilities, and persons who do not speak English "very well" or "not at all".  
The purpose of this form is to gather information to help us serve you better.*

## **Kinds of Communication**

TNDC can communicate with persons who have Limited English Proficiency and/or disabilities in several ways. Check below to tell us how you would like to get information from TNDC.

- I do not need written materials in a different format.
- I need written materials in the following format:
  - Large Print: **This is 18 point font.**
  - Alternate Language: Text is written in a language other than English (See below).
  - Recording: Text is recorded in electronic format.
  - Braille: Written text is provided in Braille.
  - Electronic Format: Written material is saved as "plain text" on a CD-ROM computer file.
  - Spoken: Written material is read aloud by a TNDC employee, in person or over the phone.
- I need a sign language interpreter.
- Other (please explain):

## **Your Language**

TNDC can communicate with persons who have Limited English Proficiency. Check below to tell us about your English proficiency.

- I speak English and read English and do not need help communicating with TNDC
- I speak English, but I need help filling out paperwork.
- I do not speak or read English, and I need written materials in:
 

<input type="checkbox"/> Arabic	<input type="checkbox"/> Chinese
<input type="checkbox"/> Korean	<input type="checkbox"/> Russian
<input type="checkbox"/> Spanish	<input type="checkbox"/> Tagalog
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Other: _____

**I have read this form, or it has been read to me.**

\_\_\_\_\_ ( ) \_\_\_\_\_  
 Printed Name Signature Date Phone

