

Appendix A: Definitions

“Certified Translator” means a translator who is accredited either by the American Translation Association or by the Washington State Department of Social and Health Services.

“Cultural and Linguistic Competency” means a set of behaviors, attributes and policies enabling an agency or person to function effectively and appropriately in diverse and cross-cultural interactions and settings. Creating culturally and linguistically competent materials requires consideration for individual, cultural, and linguistic differences, and includes the use of appropriate language, messages, and images that are relevant to the target audience(s).

“Limited English Proficiency (LEP)” refers to limited ability to speak, read, write or understand the English language at a level that enables a person to interact effectively with King County staff or use county services.

“Public Communication Materials” means materials that are intended for broad distribution to inform or educate people served by King County. For the purpose of translation, Public Communication Materials refers only to printed media such as brochures, posters, booklets, pamphlets, billboards, and advertisements in printed publications.

“Target Audience” means the audience to whom the translated document is intended. A target audience may be identified as primary (people to whom messages are targeted) or secondary (someone with a stake in the program/project including key community contacts).

“Target Language” means the language to which translation or adaptation occurs.

“Translation” means converting **written** communications from one language (source language) to another (target language) while preserving the intent and essential meaning of the original text.

“Interpretation” means the **oral** conversion of a spoken message from one language to another.

“Vital documents” are materials that provide essential information for accessing basic county services and benefits and for which serious consequences would result if the information were not provided. Departments will define their vital documents. Examples of vital documents include:

- Emergency messages and alerts
- Consent forms
- Complaint forms
- Notices of eligibility criteria, rights, denial, loss, or decreases in benefits or services
- Notices of availability of free language assistance
- Summary explanations of department’s direct services