

RESOLUTION 426

POLICY STATEMENT FOR COMMUNICATING INFORMATION
TO PERSONS WITH SENSORY IMPAIRMENTS

WHEREAS, the Town of Dubach has been afforded the opportunity to participate in the FY 2021 CARES-CV Love Louisiana Outdoors program administered by the Division of Administration; and,

WHEREAS, the CDBG Program requires that all grant recipients adopt by resolution a policy for communicating information to persons with hearing impairments;

NOW, THEREFORE BE IT RESOLVED, that the attached "Policy Statement for Communicating Information to Persons With Sensory Impairments" for the dated May 16, 2022 is hereby adopted.

BE IT FURTHER RESOLVED, the hereby adopts a policy to utilize the Louisiana Hearing Impaired Relay System for communicating with hearing impaired persons. The relay numbers are: Information 1-800-333-0605, TDD Users 1-800-846-5277 and Voice Users 1-800-947-5277.

PASSED, APPROVED AND ADOPTED THIS 16 day of May, 2022.

CERTIFICATE

I, Mona Wilson, Mayor, of the , certify that the above and foregoing constitutes a true and correct copy of a Resolution passed and adopted by the on May 16, 2022.

Mona Wilson
Mona Wilson, Mayor

**POLICY STATEMENT
FOR COMMUNICATING INFORMATION TO PERSONS WITH
SENSORY IMPAIRMENTS**

**POLICY ON PROCEDURES FOR COMMUNICATING INFORMATION TO PERSONS
WITH SENSORY IMPAIRMENTS**

The Town of Dubach will take such steps as are necessary to insure that qualified handicapped persons, including those with impaired sensory skills, receive effective notice. All aids needed to provide this notice, e.g., sign-language interpreters, readers, etc., are provided without cost to the person being served.

FOR PERSONS WITH HEARING IMPAIRMENTS

1. Qualified sign-language interpreter

For persons who are hearing-impaired and who use sign-language as their primary means of communication, the following procedure has been developed and resources identified for obtaining the services of a qualified sign-language interpreter to communicate both verbal and written information:

The Town of Dubach will provide qualified sign language interpreters **on an as needed basis**. Such an interpreter will be used at job interviews, large meeting, explanations of policies and procedures, etc. A minimum advance notice for such use is **seven days** unless circumstances or conditions dictate lesser time. In that case, the minimum time will be that required to notify the organization furnishing the interpreter as well as the time required for that organization to act. When time permits the request is to be in writing. If request is made orally, written documentation must be prepared and placed in the appropriate file. The following person(s) is authorized to obtain an interpreter: Charla Thompson.

The following organization will be contacted when an interpreter is needed:

Louisiana Commission for the Deaf
Registry of State-Certified Interpreters
Mary Burns
50 David Burns Road
Boyce, LA 71409
(318) 793-8184
(318) 308-2042 (cell)
terpmb@suddenlink.net

OR

Mary H. Young
146 Davenport Lane
Pineville, LA 71360-7302
(318) 640-4082
(318) 201-0660
marvhyoung@juno.com

Information to be furnished when requesting an interpreter:

1. Reason for using interpreter services.
 2. Date and time services are needed.
 3. Place where interpreter is to report and directions if needed.
 4. Name and title of person requesting services.
 5. Name, address and telephone number of the Town of Dubach.
 6. How is cost for services to be billed. Understanding of cost (cost per hour, travel cost, etc.).
 7. How is interpreter to be notified in case of cancelation or change in time or place.
 8. How the Town of Dubach will be notified if services cannot be furnished as agreed to.
2. Written materials

All program information will be provided to hearing impaired persons in writing. Printed materials and writing materials are available

3. The Town of Dubach utilizes the Louisiana Hearing Impaired Relay System for communicating with hearing impaired persons. The relay numbers are: Information 1-800-333-0605; TDD Users 1-800-846-5277; and Voice Users 1-800-947-5277.
4. Any other auxiliary aids should be discussed.

FOR PERSONS WITH VISUAL IMPAIRMENTS

1. Reader
Staff will communicate the content of written materials by reading them out loud to visually impaired persons.
2. Large print, taped, and Brailled materials
3. Any other available aids should be discussed.

FOR PERSONS WITH MANUAL IMPAIRMENTS

1. Personal assistance with completing forms and other writing.
2. Typewriters
3. Other adaptive self-help devices.