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| Department: ERSEA | Effective Date: 7/1/18 | Procedure Number: 5210 B |
| Regulation Number: 1304.20(b)(1); 1305.5 HS Act 642(b)(7), (11) 45 CFR 74.53 & 92.42 | Regulation Topic: Enrollment; Recruitment; Family & Community Engagement | Procedure Title: Document Translations |
| Version: 1:2016 | | Version Date: 03/14/19 |

Procedure:

Document Translations from MARC Head Start Grant Management staff and MAHS Tier 1 and Tier 2 sites:

1. MARC Head Start Grant Management Staff and Head Start Tier 1 and Tier 2 site staff will submit documents for translations by email to Betty Choi bchoi@marc.org or Kasey Lawson at klawson@marc.org. Document translations will be submitted to Propio and will be submitted to the community interpreters for final review. The process will take 5-7 business days to receive the final translated documents.
2. Translated documents will be requested for bids if the documents cost more than \$1,000.
3. Translated documents should be word compatible for interpreting vendors to insert written interpretations into the documents.
4. Document translations requests should be sent in the following format:

Site Name:

Account Number:

Language needed:

Reason for document translation:

Contact Name and Contact email: