



Statewide Language Survey and Implementation Plan Request for Exemption

The Dymally-Alatorre Bilingual Services Act (Act) requires State agencies to effectively communicate with the public they serve. Each agency is required to conduct a language survey¹ every two years, followed by the development of an implementation plan² every odd-numbered year thereafter.

However, an agency may request an exemption from the language survey and implementation plan from the State Personnel Board (SPB), if it meets one or both of the criteria³ stated below. You will be notified by SPB whether your exemption request(s) has been approved. Please note that approvals granted for exemptions are for a one year period.

Pursuant to the Act, the agency requests exemption from participation in the (check any that apply)

- _____ Language Survey (insert even year)
- _____ Implementation Plan (insert odd year)

The agency meets the following criteria (check any that apply):

- The agency's primary mission does not include responsibility for furnishing information or rendering services to the public. **A copy of agency's mission statement is attached.**
- The agency has consistently received such limited public contact with the non-English speaking public that it has not been required to employ bilingual staff under Government Code § 7292 and the agency employs fewer than the equivalent of 25 full-time employees in public contact positions.

Please complete the information below and return this exemption request form to SPB as soon as possible, but no later than July 1 of the year for which the exemption is requested.

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| Agency: | | |
| Signature of Department Director or Designee Certifying Criteria is Met: | | |
| Print Name: | Title: | Date: |

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| Language Survey Coordinator: |
| E-Mail Address: |
| Telephone Number: |

Questions regarding this form may be directed to SPB's Bilingual Services Program, bilingual@spb.ca.gov or (916) 651-9017 or TDD (916) 653-1498.

¹ Government Code § 7299.4 (b)
² Government Code § 7299.4 (a)(d)
³ Government Code § 7299.5