EXECUTIVE ORDER 13166
IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED
ENGLISH PROFICIENCY

By the authority vested in me as President by the Constitution and the laws of the United States of America, and to
improve access to federally conducted and federally assisted programs and activities for persons who, as a result of
national origin, are limited in their English proficiency (LEP), it is hereby ordered as follows:

Section 1. Goals.
The Federal Government provides and funds an array of services that can be made accessible to otherwise eligible
persons who are not proficient in the English language. The Federal Government is committed to improving the
accessibility of these services to eligible LEP persons, a goal that reinforces its equally important commitment to
promoting programs and activities designed to help individuals learn English. To this end, each Federal agency shall
examine the services it provides and develop and implement a system by which LEP persons can meaningfully access
those services consistent with, and without unduly burdening, the fundamental mission of the agency. Each Federal
agency shall also work to ensure that recipients of Federal financial assistance (recipients) provide meaningful access
to their LEP applicants and beneficiaries. To assist the agencies with this endeavor, the Department of Justice has
today issued a general guidance document (LEP Guidance), which sets forth the compliance standards that recipients
must follow to ensure that the programs and activities they normally provide in English are accessible to LEP persons
and thus do not discriminate on the basis of national origin in violation of title VI of the Civil Rights Act of 1964, as
amended, and its implementing regulations. As described in the LEP Guidance, recipients must take reasonable steps
to ensure meaningful access to their programs and activities by LEP persons.

Section 2. Federally Conducted Programs and Activities.
Each Federal agency shall prepare a plan to improve access to its federally conducted programs and activities by
eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include
the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and
activities. Agencies shall develop and begin to implement these plans within 120 days of the date of this order, and
shall send copies of their plans to the Department of Justice, which shall serve as the central repository of the
agencies' plans.

Section 3. Federally Assisted Programs and Activities.
Each agency providing Federal financial assistance shall draft title VI guidance specifically tailored to its recipients that
is consistent with the LEP Guidance issued by the Department of Justice. This agency-specific guidance shall detail
how the general standards established in the LEP Guidance will be applied to the agency's recipients. The agency-
specific guidance shall take into account the types of services provided by the recipients, the individuals served by the
recipients, and other factors set out in the LEP Guidance. Agencies that already have developed title VI guidance that
the Department of Justice determines is consistent with the LEP Guidance shall examine their existing guidance, as
well as their programs and activities, to determine if additional guidance is necessary to comply with this order. The
Department of Justice shall consult with the agencies in creating their guidance and, within 120 days of the date of
this order, each agency shall submit its specific guidance to the Department of Justice for review and approval.
Following approval by the Department of Justice, each agency shall publish its guidance document in the Federal
Register for public comment.

Section 4. Consultations.
In carrying out this order, agencies shall ensure that stakeholders, such as LEP persons and their representative
organizations, recipients, and other appropriate individuals or entities, have an adequate opportunity to provide input.
Agencies will evaluate the particular needs of the LEP persons they and their recipients serve and the burdens of
compliance on the agency and its recipients. This input from stakeholders will assist the agencies in developing an
approach to ensuring meaningful access by LEP persons that is practical and effective, fiscally responsible, responsive
to the particular circumstances of each agency, and can be readily implemented.

Sec. 5. Judicial Review.
This order is intended only to improve the internal management of the executive branch and does not create any right
or benefit, substantive or procedural, enforceable at law or equity by a party against the United States, its agencies,
its officers or employees, or any person.

WILLIAM J. CLINTON