New Jersey Department of Children and Families Policy Manual			
Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	IX	Administrative	
Chapter:	B	Management Services	2-2-1998
Subchapter:	2	Translations	
Issuance:	100	**Translation Policy**	

Types of Documents Translated and Not Translated 2-2-98

CP&P translation policy affects four categories of materials produced by the Division as follows:

Consent/Agreement Forms 3-6-90

Consent/agreement forms are those which require the client/recipient to sign consents or agreements for services from CP&P.

It is CP&P policy to translate such forms whenever the recipient is unable to understand the English text, in order to ensure informed consent by the recipient. The Office of Policy, Planning and Support is responsible for reviewing, with input and involvement of field staff, and arranging for translation of all appropriate client consent forms.

Informational Materials 3-6-90

Informational materials refer to those which convey information to the general public, are disseminated widely on a regular or recurring basis and advise the public how to obtain/use essential services, e.g., brochures, pamphlets, posters, fliers. Several examples of such materials have already been translated into Spanish and distributed by the Community Education Unit.

It is CP&P policy to translate such materials whenever the agency wishes to target information to a non-English speaking population. The Community Education Unit arranges for the translation of informational materials.

In deciding whether to have specific materials translated, consideration should be given to the ability of the agency or contract provider to deliver the advertised services in the language of the translated materials. Translated materials should not mislead or frustrate speakers of other languages in their attempts to use the services promoted. For example, if materials in Spanish encourage the public to call an informational telephone number, the calls should be answered by a Spanish-speaking person.

Regulations **3-6-90**

Regulations refer to rules that have been published in the New Jersey Register.
It is CP&P policy not to translate any Division regulations. It is the responsibility of the Office of Licensing to notify agencies which do translate regulations that they must include a statement in the translation that the document is unofficial and cite the official English regulation.

Data Collection Forms **3-6-90**

Data collection forms refer to those which collect data or information by requesting a written response by the recipient, e.g., application forms, questionnaires/surveys, and routine correspondence.

It is CP&P policy not to translate data collection forms or materials. If a form contains both data collection and consent or agreement statements, CP&P will translate the consent or agreement portion of the form. Staff may assist the client by translating the form orally for the client, listening to the client's response and translating and recording the client's response in English on the form.

Since Spanish is undoubtedly the most widely spoken language other than English in the State, the agency's first priority is to translate materials into Spanish. Translations into other languages may be considered when the need arises to serve specific language groups.