DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

LANGUAGE ACCESS PLAN



I. <u>INTRODUCTION AND PURPOSE</u>

This plan was developed by the Department of Labor and Industrial Relations (DLIR) to comply with <u>Title VI of the Civil Rights Act of 1964</u>, <u>Chapter 321C</u>, <u>Hawaii Revised Statutes</u>, and <u>Presidential Executive Order 13166</u>, "*Improving Access to Services for Persons with Limited English Proficiency*" that was created to "improve access to ...federally assisted programs and activities for persons, who as a result of national origin, are limited in their English proficiency...." Title VI provides that no person shall "on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Several DLIR programs receive Federal funding, therefore, Title VI applies to all of the DLIR.

Additionally, the DLIR is subject to the nondiscrimination and equal opportunity provisions outlined in <u>Section 188 of the Workforce Innovation and Opportunity Act</u> (WIOA), and the implementing regulations at <u>29 CFR Part 38</u>, which prohibits the exclusion of an individual from participation in, denial of the benefits of, discrimination in, or denial of employment in the administration or connection with any programs and activities funded otherwise financially assisted in whole or in part under Title I of the WIOA. These provisions prohibit discrimination on the basis of national origin, including Limited English Proficiency (LEP).

The DLIR has established this Language Access Plan to ensure that LEP individuals may access all resources and services provided by us. A "LEP person" is defined as "an individual who, on account of national origin, does not speak English as the person's primary language and self identifies as having a limited ability to read, write, speak, or understand the English language." A LEP person is eligible to receive free language assistance with respect to services, programs, or activities.

II. MEANINGFUL ACCESS TO SERVICES, PROGRAMS AND ACTIVITIES

The purpose of this plan is to establish strategies for interacting with and providing language services to LEP individuals in order to ensure equity and inclusion. Section 321C(a), Hawaii Revised Statutes, requires a Four-Factor Analysis and states:

Each state agency and all covered entities shall take reasonable steps to ensure meaningful access to services, programs, and activities by limited English proficient persons, which will be determined by a totality of circumstances, including the following factors:

- (1) The number or proportion of limited English proficient persons served or encountered in the eligible service population;
- (2) The frequency with which limited English proficient persons come in contact with the services, programs, or activities;
- (3) The nature and importance of the services, programs, or activities; and
- (4) The resources available to the State or covered entity and the costs.

The DLIR requires each program to submit semi-annual logs to the Language Access Coordinator that report the number of encounters that the program has with LEP persons. The Language Access Coordinator compiles the logs into the Language Access Reporting Tool that is submitted to the Office of Language Access (OLA) twice a year (**Appendix A**).

III. LANGUAGE ACCESS COORDINATOR

The WIOA State-Level Equal Opportunity Officer (Civil Rights and Equal Opportunity Officer in the DLIR Director's Office) serves as the Language Access Coordinator. Each program is required to designate an employee who will serve as the program's internal Language Access Liaison who will work with the departments Language Access Coordinator on language access matters.

IV. PROVIDING NOTICE OF LANGUAGE ASSISTANCE SERVICES

To ensure that members of LEP communities are aware of the free language assistance services are available to them, the DLIR provides notice in the most common languages spoken by LEP individuals in Hawaii. To inform the public that free language assistance is available, the department has taken the following steps:

- Posted the Office of Language Access's If You Need an Interpreter poster in conspicuous places throughout its offices, including on bulletin boards and at all public service desks/areas (Appendix B), and
- Provided website Babel notices in the fifteen languages via pop-up banner notices, which include the right to free interpreter services and a telephone number to connect with an employee at the agency to request the services.

V. LANGUAGE ASSISTANCE SERVICES

DLIR LEP Liaisons at each program will offer/provide free interpretation services over the phone, in person, or remotely (virtual) in the LEP persons' primary or preferred language. The DLIR utilizes the state-contracted LanguageLink service (**Appendix C**), the Judiciary interpreter list, the Disability and Communication and Access Board's American Sign Language interpreter list, and other local vendors for language access services (**Appendix D**).

The DLIR also maintains a list of bilingual staff who agree to serve as interpreters for LEP customers. These bilingual staff will be used only to facilitate communication with LEP customers on ministerial and non-substantive matters, for example, to determine what services that the LEP person is seeking or preferred language. For substantive issues, such as questions about how to file a document or make arguments in a hearing, dual and multi-lingual employees are prohibited from assisting.

A. Oral Language Assistance

DLIR staff will offer/provide interpretation services over the phone, in person, or remotely (virtual) in the LEP persons' primary or preferred languages. Staff will:

- Avoid assumptions about a customer's primary language and make every effort to ascertain it.
- Provide interpretation for all languages if requested regardless of the customer's perceived level of English proficiency.
- Neither discourage LEP persons from seeking DLIR services nor refuse services.
- Deliver DLIR services promptly i.e. without delays that are significantly greater than those that English proficient customers experience.
- Use professional and qualified interpreters to interpret for LEP persons, and

- not rely on other organizations, family, friends, neighbors, volunteers, bystanders, or children.
- A volunteer bilingual DLIR staff with proper training may be utilized only for ministerial and non-substantive communication.

DLIR staff will attempt to determine (by phone or in-person) if a customer is LEP by asking, "Do you speak English?" and follow these steps:

- If the person can speak or understand some English, staff will state, "Would you like an interpreter in your language, free of charge, to help us communicate better?" If the person agrees, staff will ask the person's primary or preferred language using **Appendix E** or "I Speak" cards, or other available lists of languages, or the telephonic interpretation provider.
- If the person does not understand the question, "Do you speak English?" or it otherwise appears further language assistance is necessary:
 - o In-person/walk-in customer: Staff will use the Language ID poster or other available lists of languages to ask the person to 'point your language.' If the person's language is not listed, staff will connect to a telephonic interpreter (LanguageLink) to attempt to identify the person's language and facilitate communication.
 - Over-the-phone customer: Staff will use LanguageLink (or other authorized company) to identify the person's language and connect to an interpreter.
- Staff will use the State contracted language service provider (Appendix C) for telephonic interpreter services. Other language providers, including feefor-service local companies (Appendix D), will be used as necessary.
- If an in-person interpreter is needed, staff will schedule an appointment using one of the local language service providers.
- If the LEP person's issue is non-substantive or ministerial, the bilingual staff may assist.

Bilingual staff/volunteer interpreters – the DLIR will maintain an intranet list of bilingual staff who agree to serve as interpreters for LEP customers. These bilingual staff will be used to facilitate communication with LEP customers on ministerial and non-substantive matters. The DLIR will take reasonable steps to screen self-identified bilingual staff who volunteer to serve as interpreters by completing the Staff Volunteer Interpreter form (**Appendix F**). Bilingual staff volunteer interpreters will receive basic training on interpretation, including the Interpreter Code of Ethics and Confidentiality. Generally, volunteer bilingual staff (unless qualified or professional interpreters) may interpret only for ministerial and non-substantive purposes.

B. Written Language Services

The DLIR has developed a list of vital documents and a notice regarding the provisions of free language services shall be attached to vital documents (sample, **Appendix G**) to help provide meaningful access to LEP customers.

Vital information includes but is not limited to: written notices of rights, responsibilities, and program eligibility requirements; applications for services; consent forms; notices of denials or changes in benefits; hearing notices; appeals decisions; complaint forms; and other important information included in agency brochures, websites, or other social media platforms.

The DLIR will use the safe harbor requirement as a starting point to provide translated documents. Under state and federal safe harbor guidelines, agencies must provide written translation of vital documents for each eligible language group that constitutes 5% or 1,000 persons, whichever is less, of the population eligible to be served, or likely to be affected or encountered. If there are less than 50 people in a language group, LEP persons must be provided written notice of the right to receive free oral interpretation of written materials.

VI. TRAINING

This Language Access Plan serves as the department's official Language Access Policy and is accessible to all employees via the DLIR's intranet and via the WIOA Equal Opportunity Program webpage. Each program may develop their own specific policies and procedures as long as they do not conflict with this Plan.

The Language Access Coordinator is responsible for ensuring that all employees receive training in providing services to LEP persons. The Language Access Coordinator works with the Human Resources Office to ensure that all new employees view the training video as a part of their onboarding process and works with program Administrators and Agency Heads to ensure all employees are receiving annual LEP training, which can include reviewing the training video. Additionally, the Language Access Coordinator will inform all program Administrators, Agency Heads, and program language access coordinators of training opportunities and resources.

The Language Access Coordinator will monitor program compliance as a part of the annual WIOA equal opportunity monitoring.

The Language Access Coordinator also ensures that subcontractors are informed of their legal obligation to provide language assistance to LEP persons by confirming that language requiring the subcontractor to provide such services are included in the contract and by conducting annual monitoring as a part of the WIOA equal opportunity monitoring.

VII. EFFECTIVE DATE

This revised Language Access Plan shall take effect on July 1, 2024.

Jade T. Butay, Director

Department of Labor & Industrial Relations

APPENDICES

- A. DLIR Language Access Reporting Tool -
- B. If You Need an Interpreter Poster
- C. LanguageLink: How to Use
- D. DLIR Language Assistance Resources
- E. Office of Language Access "I Speak" Cards
- F. Staff Volunteer Interpreter Form
- G. Commonly Used Taglines

APPENDIX A.

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EP Services by	Language	age		Department/Agency	nent/Aç		Departr	nent of L	abor an	Department of Labor and Industrial Relations	ial Relat	ions			Period Covere	Covered	d (Semi-Annual/FY)	ual/FY)	Jan - Jun 2023 / FY 2023	23 / FY 2023	
Contact Person		David R	David Rodriguez							Phone No.	Ċ	(808) 58	586-8855								
_	2		u						4					5					6		
	ters	Type of	Services Provi	of Services Provided to Customers	to LEP		J	pe of Or	al Langua (#)	Type of Oral Language Service Utilized (#)	ice Utilize	8		# of Documents	ents		Lang	Juage Servio	Language Services Expenditures (\$)	ures (\$)	
Language	# of LEP Encou	Oral Language Service	Sight Translation	VVritten Translation	Other (please specify):	Bilingual Staff (provides direct service in anothei language)	Community Volunteer	Contracted Interpreter (via an Interpreter Agency)	Contracted Interpreter (<i>Directly</i>)	Staff Interpreter		Volunteer Staff (speaks another language, volunteers to	Other (please specify):	Documents Translated Upon Request	Vital Documents	Oral Language Services (in person)	Sight Translation Services	Telephone Interpreter Services	Written Translations	Other (please specify):	
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Cantonese	45	39			6			6			39							\$ 790.92			es.
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llokano	29	26			ω			o			21					\$ 325.00		\$ 1,671.66			69
apanese	88	83			4			10			76					\$ 390.00		\$ 1,061.55			60
Korean	42	41						_			41							\$ 398.23	\$ 75.00		69
EP Hearing Impaired	_		_					_									\$ 178.01				69
Manadarin	32	28		4				4			28							\$ 161.83	\$ 726.00		69
Marshallese	18	17		_				_			17							\$ 424.11	\$ 75.00		w
Portuguese	0																				69
Samoan	ω	ω																\$ 155.33			(s)
Spanish	8	79		_				-			79					\$ 65.00		\$ 705.85	\$ 75.00		69
Tagalog	57	56			_			-		-	53	_						\$ 688.10	\$ 75.00		60
Thai		6			2			2			6							S 361.93			69
Tongan	_	_																\$ 7.30			69
/ietnamese	15	14		_														\$ 183.25	\$ 75.00		69
Cebuano	2	2																\$ 255.19			60
Pohnpeian	-																	\$ 71.10			69
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aotian	_	_																\$ 18.48			60
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APPENDIX B.



Please point here if you need an interpreter in this language (at no cost to you).



Hawai'ian: E kuhikuhi mai 'oe i 'ane'i ke pono ka mahele' ōlelo ('a'ohe kāki).

日本語の通訳が必要な方は、ここを指差してください (通訳費用はかかりません)。 日本語 (Japanese):

통역을 필요로 하 시면 다음 약속일 전에 반듯이 통역이 필요하다고 한국어 (Korean):

말씀하셔야합니다. 비용은 부담않하셔도됩니다.

如果您需要讲普通话的免费翻译,请指这里。(如果您需要講國語的免費翻譯,請指 普通话(华语/国語) (Mandarin):

這裡。)

如果您需要講廣東話的免費翻譯,請指這裡。 廣東話 (Cantonese):

Hokano: No masapulmo ti paraipatarus iti Ilokano nga awan bayadna, pakitudom ditoy.

Kung kailangan mo ng libreng tagasalin sa Tagalog, pakituro lamang dito. Tagalog:

Cebuano (Visayan): Kung kinahanglan nimo ug libre nga tighubad sa Binisaya, itudlo lang diri.

Tiếng Việt (Vietnamese): Xin chi vào đây nếu bạn cần thông dịch viên cho ngôn ngữ này (bạn sẽ được cung cấp

thông dịch viên miễn phí).

သင်နားလည်သောစကားနှင့် ဘာသာပြန်အလိုရှိပါက ယခုနေရာသို့ညွှန်ပြပါ။ အထက်ပါစကား အတွက်နောက်တခေါက်ဆက်သွယ်ရန်လိုကောင်းလိုပါမည်။ ဖြန်မာ (Myanmar):

กรุณาชี้มาที่ข้อความนี้ ถ้าคุณต้องการล่ามภาษาไทย (โดยที่คุณไม่ต้องเสียค่าใช้จ่ายใดๆ) ภาษาไทย (Thai):

ភាសាខ្មែរ (Khmer): សូមបង្ហាញនៅត្រង់នេះមក បើសិនជាអ្នកត្រូវការអ្នកបកប្រែជាភាសានេះ

(អ្នកមិនត្រូវការចំណាយអ្វីទាំងអស់)។

ອັກສອນລາວ_(Lao): ກະຣຸນາຊີ້ໃສ່ບ່ອນນີ້ ຖ້າທ່ານຕ້ອງການລ່າມພາສາລາວ

(ໂດຍທີ່ທ່ານບໍ່ຕ້ອງເສັຽຄ່າໃຊ້ຈ່າຍໃດໆ)

Marshallese: Jouj im jitõñe ijin elañe kwoj aikuji juon am ri-ukok ilo kajin in (ejjelok wonāān ñan yuk).

Chuukese: Itini awenewenan ikeei ika pwún kopwe néúnéú emén chón chiakú nón fóósun eei

fénú (kosap wisenmééni noum eei chón chiakú).

Matka pat apunta este yangen un nesisita intetpiti gi fino Chamorro (dibadi este na Chamorro:

Pohnpeian: Menlau idih wasa ma ke anahne soun kawehwe (sohte isais).

Kosraean: Nunak munas srisrngingac acn se nge fwin kom enenu met in top nuke kahs lom an

sifacna (kom ac tia moli).

Yapese: Fa'anra bet'uf bae' ninge ayweg nem nge abweg e thin rom (ni dabmu pii'pulwon) meere

Yapese (Outer Island): Gobe sor gare go tipeli bwo semal yebe gematfa kepatal menel le yetwai yor paluwal

Samoan: Fa'amolemole tusi lou lima i'ī pe 'ā 'e mana'omia se fa'amatala'upu i le gagana lea (e te

le totogiina se tupe).

Tongan: Tuhu ki heni kapau 'e fiema'u ha taha ke fakatonulea 'oku ta'etotongi.

Русский (Russian): Если вам нужен бесплатный переводчик русского языка, пожалуйста укажите

пальцем на это предложение.

Español (Spanish): Por favor señale aquí con el dedo si necesita un intérprete (sin ningún costo para usted).

APPENDIX C.



How to Access Over the Phone Interpretation Services

Step 1: Call 1-888-338-7394

Step 2: Enter Account Number , followed by # sign

Step 3: Select whether a 3rd party call is needed

 If a 3rd party call is selected, you will be prompted to enter and confirm the domestic phone number that will be used to reach the 3rd party.

Step 4: Select Language by Entering the Corresponding Number

- If the language you need is not listed in the options, Enter "9" for all other languages
- If you need to speak with a customer service rep. prior to being connected with the interpreter, Enter "9"
- Step 5: Follow Additional Prompts (if applicable)

IVR FAQs:

What if I do not know my Account number?

In order to obtain interpretation services, an account number is required. If you do not know your account number please contact your account manager or Language Link's Client Relations team at 855-579-2704.

What is a third party call?

A third party call is when you need Language Link to call the LEP client and then bridge the call together with you and the interpreter.

I need another language other than the ones listed. How do I get my interpreter on the line?

Press 9 for other languages and let the CSR know which language you require and they will connect you. If the language is unknown, you may reference the "Point to your Language" visual for help with most requested languages or ask a representative for assistance.

What number should I call if my toll-free interpretation line isn't working?

Language Link understands that some telephone providers do not allow customers to access toll free lines. Because we want to ensure our customers have access to interpretation services, we assign backup local numbers for customers that may fall into this category. If you are unable to access the toll-free interpretation line assigned to your account, you may access interpretation services by dialing the backup number 360-314-0728. Please note, you may incur long distance charges from your telephone provider when accessing the backup local number.

Please contact our Client Relations Team if you have any further questions:

Email: ClientRelations@Language.Link

Toll Free: 1-855-579-2704

Contact your Language Access Liaison or Coordinator for your program account and / or location code numbers.

APPENDIX D.

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS LANGUAGE ASSISTANCE RESOURCES

Name of Organization	Telephone	Website
CONTRACTOR FOR INTERPRE	TATION AND T	RANSLATION SERVICES
Language Link, A Big		
Language Company	(888) 338-7394	www.languagelink.com

HAWAII-BASED INTERPRETATION AND TRANSLATION SERVICES

Helping Hands Hawaii	(808) 526-9724	https://www.helpinghandshawaii.org/what-we-do/bilingual-access-line/
Language Services Hawaii	(808) 892-3446	https://languageserviceshawaii.com/about.htm
Pacific Gateway's Hawaii Language Bank	(808) 773-7051	https://www.pacificgatewaycenter.org/hawaii- language-bank/

HAWAII STATE JUDICIARY COURT INTERPRETER REGISTRY

Office on Equality and		https://www.courts.state.hi.us/wp-
Access to the Courts	(808) 539-4860	content/uploads/2024/02/out24Feb16tiers.pdf

AMERICAN SIGN LANGUAGE SERVICES

Hawaii State Disability and		
Communications Access		https://health.hawaii.gov/dcab/files/2024/05/MAY-
Board	(808) 586-8121	2024-CAP-PList.pdf

STATE OF HAWAII LANGUAGE ASSISTANCE RESOURCE

Office of Language Access	(808) 586-8730	https://health.hawaii.gov/ola/
office of Language / tecess	(000) 300-0730	Treeps,//Treatermawam.gov/ola/

APPENDIX E.

"I SPEAK" LANGUAGE CAR	DS
Cantonese (Chinese)	廣東話 / 广东话 "I Speak" card
Chuukese	Kapasen Chuuk "I Speak" card
Ilocano	Ilokano "I Speak" card
Japanese	日本語 "I Speak" card
Korean	<u>한국어 "I Speak" card</u>
Kosraean	Kosrae "I Speak" card
Mandarin (Chinese)	國語 / 普通话 "I Speak" card
Marshallese	Kajin Majôl "I Speak" card
Pohnpeian	Pohnpei "I Speak" card
Samoan	Gagana Samoa "I Speak" card
Spanish	Español "I Speak" card
Tagalog	Tagalog "I Speak" card
Tongan	Lea faka-Tonga "I Speak" card
Vietnamese	Tiếng Việt "I Speak" card

APPENDIX F.

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS BILINGUAL VOLUNTEER SURVEY FORM

Emplo	yee Name:	
Positio	n Title: Division/Agency:	
Office	Number: (808) Office Email:	
1.	Do you speak a language other than English? (Check one) ☐YES ☐NO If yes, please specify which languages you speak. (If you speak more than one language, complete additional form.)	Э
2.	How would you describe your oral language ability? (Check one) ☐ Elementary (basic words, yes-no questions) ☐ Conversational (can converse on simple topics) ☐ Advanced (can converse on deeper or more technical topics)	
3.	How would you describe your written language ability? (Check one) ☐ No ability ☐ Elementary (basic word level, some simple sentences) ☐ Conversational (can read/write sentences on simple work-related topics) ☐ Advanced (can read/write on deeper or more technical topics)	
4.	Would you be willing to help DLIR staff provide basic (non-legal, ministerial) translation services to accommodate limited English proficient customers? (Check one) \square YES \square N	
	Please return completed survey form to the States Equal Opportunity Officer. Email: david.j.rodriguez@hawaii.gov Office Phone: (808) 586-8855	

Thank you participating in this survey.

APPENDIX G.

COMMONLY USED TAGLINES FOR FREE INTERPRETER

COMMONLY USED TAGLINES FOR FREE INTERPRETER	
Do you need help in another language? We will get you a free interpreter. Call (Insert your division number) to tell us which language you speak.	English
您無要某它競賣嗎?如有無要、隨致意(Insert your division number)。 我們會提供免愛網護服務	應惠話/広志塔 (Chinese -
您想要其它通真吗?如有想要,请取电(Insert your division number),我们会提供免费额译取条	<u>Cantonese</u>)
您無要某它競賣嗎?如有無要,請欺賃 (Insert your division number)。 我們會提供免費網導服務	國語/養通賃 (Chinese -
您無要某它還真嗎?如真無要、清敦鬼(Insert your division number)。 我们会提供免费網達服务	Mandarin)
En mi niit alilis lon gwal eu kapas? Sigwe angei emon chon chiaku ngonuk ese kamo. Kokori (Insert your division number) gmw kapwe ureni kich meni kapas ka ani.	Kapasen Chuuk (Chuukese)
Makemake `ge i kokua i pili kekahi `glelo o na `aina `e? Makemake la maya i ki`i `ge mea ynyhi manyahi. E kelepona (Insert your division number) ge ja la kaya a e ha ina `ge ja la maya mea `glelo o na `aina `e.	(Ölele Hawai'i (Hawaiian)
Masapulyo kadi ti tulong iti sabali a pagsasag? Ikkandakayo iti libre nga paraipatarus. Awaganyo ti (Insert your division number) tapno ibagayo kadakami no ania ti pagsasag nga ar-aramatenyo.	Ilokano (Ilocano)
食方は、他の言語に、助けを必要としていますか? 私たちは、食方のために、無料で 通訳を用意できます。電話番号の、(Insert your division number)に、電話して、私たちに貴方の話されている言語を申し出てください。	日本語 (Japanese)
다른언어로 도움이 필요하십니까? 저희가 무료로 통역을 제공합니다. (Insert your division number)로 전화해서 사용하는 언어를 알려주십시요	한국어 (Korean)
Kwoj aikuji ke jiban kin juon bar kajin? Kim naj lewaj juon am dri ukok so sijelok wonen. Kirtok (Insert your division number) im kwalok non kim kajin ta so kwo melele im kenono kake.	Kajin Majel (Marshallese)
Etemana'o mia se fesosoani i se isi gagana? Matou te fesosoani e ave atu fua se faaliliu upu mo ge, Vili mai i le numera lea (Insert your division number) pea e mana'o mia se fesosoani mo se faaliliu upu.	Gagana Samoa (Samoan)
¿Necesita ayuda en otro idioma? Nosotros le ayudaremos a conseguir un intérprete gratuito. Llame al (Insert your division number) y diganos que idioma habla.	Español (Spanish)
Kailangan ba ninyo ng tulong sa ibang lengguwahe? Ikukuba namin kayo ng libreng tagasalin. Tumawag sa (Insert your division number) para sabihin kung anong lengguwahe ang nais ninyong gamitin.	Tagalog (Tagalog)
คุณต้องการความช่วยเหลือทางด้านภาษาหรือไม่ ทางเราจะจัดหาสามฟรีให้คุณ โทรที่เบอร์ (Insert your division number) และบอกเราว่าคุณพูดภาษาอะไร	ภาษาไทย (Thai)
Ban số cần giúp đỡ bằng ngôn ngữ khác không ? Chúng tội se vậu cầu một người thông dịch viên miễn phí cho ban. Gọi (Insert your division number)ngị cho chúng tội biết ban dùng ngôn ngữ nào.	Tiếng Việt (Vietnamese)
Gakinahanglan ka ba ug tabang sa imong pinulongan? Amo kang mahatagan ug libre nga maghuhubad. Tawag sa (Insert your division number) aron magnahibalo kung unsa ang imong sinulti-han.	Visayan (Cebuano)
'Qkú ke fie ma'u tokoni ji ha lea fakafonua 'e taha? <u>Temau kumi ha'o</u> taha fakatonulea ta'etotongi. <u>Telefoni ki he (Insert your division number)ke</u> fakahā mai 'a e lea fakafonua 'okú ke lea aj.	Lea Faka- Tonga (Tongan)