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| Title: Required Posted Signage for Services | Policy Number: 4.3            |
| Approved by: Joe Holliday MD, MPH           | Program Area: Family Planning |
| Effective Date: 1970                        | Revised Date: 6/10            |

**Purpose Statement of Policy:**

To provide quality care and services to men and women seeking family planning without regard to religion, race, color, national origin, handicapping condition, age, sex, number of pregnancies, or marital status. Interpreter services must also be provided for those who do not speak English as their primary language.

**Definitions:**

Defined within the required posted signage policies the following areas must be addressed:

- Provide services in a manner which protects the dignity of the individual.
- Sign must be posted in visible area of clinic stating that services will be provided to all without regard to religion, race, color, national origin, handicapping condition, age, sex, number of pregnancies, or marital status.
- Sign must be posted in visible area of clinic indicating that interpreter services are available at no cost for those requiring such service.
- A statement/sign in the finance/discharge area stating that charges incurred in the family planning program will be based in accordance with a schedule of discounts based on ability to pay and family size, except for persons from families whose annual income exceeds 250% of the federal poverty level.

**Responsibilities:**

It is the responsibility of the local health department and its designated personnel to develop, implement, and ensure compliance among all staff on the administration of required posted signage in the Title X Family Planning Clinic.

**Policy:**

The local health department will ensure that written policies are in place that address the above required areas in the definition section for required posted signage in the Family Planning Clinic.

**Legal Authority:**

This policy is based on Section 59.5 and 59.10 of the Title X Family Planning Regulations and Title VI of the Civil Rights Act of 1964 through Executive Order 13166.

**References:**

Title X Guidelines can be accessed at:

[https://www.grantsolutions.gov/gs/servlet/document.DownloadPdfPublicServlet?document\\_id=7157](https://www.grantsolutions.gov/gs/servlet/document.DownloadPdfPublicServlet?document_id=7157)

Policy guidance related to limited English proficiency (LEP) can be accessed at:

<http://www.archives.gov/eo/laws/title-vi.html#policy>

**For example policies from the local level, please contact your Regional Women's Health Nurse Consultant**