



Ethnicity and Race Data Form

COMPLETE AND RETAIN ON FILE
DO NOT SUBMIT TO DPI UNLESS REQUESTED

Agency Name: _____ Site Name (if different): _____

Site Address: _____

Instructions: Each participant must be recorded in both the Ethnicity and Race categories.

1. Record the total number of participants for each **ethnicity**.
2. When the ethnicity of participants is not available, record these participants as Unknown.
3. Record the total number of participants for each **race** (a participant can be recorded as more than one race).
4. When the race of participants is not available, record these participants as Unknown.

ETHNICITY	Number of Participants
Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."	
Not Hispanic or Latino	
Unknown	
Total	

RACE	Number of Participants
American Indian or Alaskan Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	
Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
Black or African American. A person having origins in any of the black race groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."	
Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.	
Unknown	
Total (must equal or exceed total of ethnicity groups)	

Name of Agency Representative

Agency Representative Signature

Date

Completing the Ethnicity and Race Data Form

Requirements and Purpose

Agencies must collect race and ethnicity data of *actual participants* each year for each site.

The purpose of this requirement is to determine how effectively Child Nutrition Programs are reaching potential eligible persons and beneficiaries. The data may be used to identify areas where additional outreach is needed, determine any barriers to access, and assess the institutions and sponsor's compliance. This data is also used to analyze the impact of policy changes (during the Civil Rights Impact Analysis process) on participants and for investigating program discrimination complaints.

Data Collection

- It is required that each agency attempts to obtain individual participant data.
- The preferred method of data collection is self-identification or self-reporting, preferably from parents or guardians of the participants.
- Visual observation *cannot* be used to collect the data.
- Verbal identification is highly discouraged, especially for children. If verbal identification is used, it is strongly recommended that agencies only ask adults.
- Parents and guardians may be asked to identify the racial or ethnic group of the participant only after it has been explained, and they understand, that providing the information is to ensure compliance with USDA nondiscrimination requirements only and that failure to report the information will not impact the participant's eligibility for meals.

Sites that enroll participants and/or have names of participants currently attending (child care sites, adult care sites, outside of school hours sites, emergency shelter sites, at-risk sites that enroll participants):

- Select one day during the Federal Fiscal Year and obtain actual participant data via self-identification or self-reporting if the parent/guardian is present at drop off or pick up.
- Data may be obtained from other sources in which the respondent has self-identified race and ethnicity. This may include agency-specific enrollment forms or Household Size Income Statements.
- When a parent/guardian has chosen not to provide the participant's race and/or ethnicity, indicate 'Unknown'.