Race and Ethnicity Data Form

Sponsor Name: _____

Site Name: _____ **Site Address:** _____

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

1. Record the Ethnicity (Hispanic or Latino OR Not Hispanic or Latino) of each participant.
2. When the Ethnicity is not available for a participant, record that participant as Unknown.
3. Record the Race of each participant. A participant can be recorded within more than one race.
4. When the Race is not available for a participant, record that participant as Unknown.

☐ The sponsor was unable to collect participant level data. Aggregate data for the service area is attached (tables below do not need to be completed).

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 Race and Ethnicity Data Form

Requirements and Purpose
- Non-camp sponsors must collect race and ethnicity data of *actual participants* each year for each site operating.
- Sponsors of camp sites must collect race and ethnicity data of *actual participants* separately for each session of camp.

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 all sponsors attempt 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 sponsors 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.
- Parents and guardians of children attending non-enrolled sites are not required to provide the participant's name and cannot be required to fill out a free or reduced-price meal application.

Sites that typically require enrollment and have names of children participating (closed enrolled, camp and migrant sites):
- In lieu of collecting data for the SFSP specifically, data may be obtained from other sources in which the respondent has self-identified race and ethnicity. This may include school databases, enrollment forms, and household income applications.
- If data is not already available for the participants, select one day during your SFSP and obtain actual participant data via self-identification or self-reporting if parent/guardian is present at drop off or pick up. You may use your own form OR the Sample Race and Ethnicity Data Collection Form, provided by DPI.
- When a parent or guardian has chosen not to provide the participant's race and/or ethnicity, indicate 'Unknown'.
- When data for actual participants cannot be obtained via self-reporting, aggregate data may be used. Aggregate data must be specific to the service area of the meal service site. Aggregate data may be obtained from school databases, the Census' American Community Survey (ACS)10 at https://www.census.gov/quickfacts/fact/table/US/PST045221 which provides racial and ethnic data by multiple types of geographic areas, including by census tract and census block group, and/or the National Center for Education Statistics Common Core of Data database at https://nces.ed.gov/ccd/schoolsearch/, which provides data by school.

Open and Restricted Open Sites:
- Select one day during your SFSP and obtain actual participant data via self-identification or self-reporting if parent/guardian is present during the meal service. You may use your own form OR the Sample Race and Ethnicity Data Collection Form, provided by DPI.
- When a parent or guardian has chosen not to provide the participant's race and/or ethnicity, indicate 'Unknown'.
- When data for actual participants cannot be obtained via self-reporting, aggregate data may be used. Aggregate data must be specific to the service area of the meal service site. Aggregate data may be obtained from school databases, the Census' American Community Survey (ACS)10 at https://www.census.gov/quickfacts/fact/table/US/PST045221, which provides racial and ethnic data by multiple types of geographic areas, including by census tract and census block group, and/or the National Center for Education Statistics Common Core of Data database at https://nces.ed.gov/ccd/schoolsearch/, which provides data by school.