

Summer Food Service Program

Ethnic and Racial Data Form**

LEA/SAU or RCCI Name _____

Site Name _____

Site Address _____

1. Ethnic Data Collection	Number of Participating Children (on the day the form is completed)
Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture of origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic or Latino.”	
Not Hispanic or Latino. All other ethnic categories.	
NOTE: Total for question # 1 must equal 100%	
2. Racial Data Collection	Number of Participating Children (on the day the form is completed)
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 recognition.	
Asian. A person having origins in any of the original places 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 the black racial 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.	
NOTE: Total for question #2 may be greater than or equal to 100%	
Signature of Observer: _____	Date: _____

**Note: Based on OBM Notice, Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity, published 10/30/97 and on FNS Instruction 113-1, Civil Rights Compliance and Enforcement Nutrition Programs and Activities, published September 29, 2005.

Instructions for Completing the *Ethnic and Racial Data Form*

All Institutions:

Institutions must maintain a system to collect ethnic and racial data in accordance with FNS policy. This form is the basis of the institution's data collection. The data collected on this form will be used to determine how effectively FNS programs are reaching potential eligible persons and beneficiaries, to identify areas where additional outreach is needed, to assist in the selection of locations for compliance reviews, and to complete reports as required.

When completing this form respect for individual dignity should guide the process. Self-identification or self-reporting is the preferred method of obtaining the information. Program applicants and participants should be encouraged to provide the information by explaining the use of the statistical data. The following is an example that may be utilized when soliciting data:

- “This information is requested solely for the purpose of determining the State’s compliance with Federal civil rights laws, and your response will not affect consideration of your application or participation in the program. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner.”

If the applicant declines to self-identify, the applicant should be informed that a visual identification of his or her race and ethnicity will be made and recorded in the data system.

The data collector (observer) may not “second guess,” or in any other way change or challenge a self-declaration made by the applicant/participant as to his or her race or ethnic background unless such declarations are patently false.

Ethnic Data Collection: Collect the ethnicity data first. Each participant should be counted under only one category. The total number of participants marked under the ethnic category should equal the total number of enrolled participants in attendance on the day the form is completed.

Racial Data Collection: Collect the racial data second. Each participant shall be offered the option of selecting one or more racial designations. Therefore, the total racial data collected for enrolled participants in attendance on the day the form is completed will equal at least 100% of participants, but may equal more.

Recordkeeping: The institution must retain the form for 3 years plus the current year (and for any year in which there is an outstanding audit) and must safeguard the information. Access to program records containing ethnic and racial data should be limited to authorized personnel.

CACFP:

- The institution must complete this form for each site every year during the application process.
- Section 1: Please print the name of the sponsor, sponsor’s address and the name of the site observer (the person who is filling out the form).
- Section 2: See directions for Ethnic Data Collection above
- Section 3: See directions for Racial Data Collection above.
- Section 4: The site observer should sign the form.

Local Education Agencies (NSLP, SBP, Special Milk Program):

- The LEA/RA should complete this form for each school every year.
- Section 1: Please print the name of the sponsor, sponsor’s address and the name of the site observer (the person who is filling out the form).
- Section 2: See directions for Ethnic Data Collection above
- Section 3: See directions for Racial Data Collection above.
- Section 4: The site observer should sign the form.

Summer Food Service Program:

- The sponsor should complete this form for each site every year. Sponsors of residential camps must collect this information for each camp session.
- Section 1: Please print the name of the sponsor, sponsor’s address and the name of the site observer (the person who is filling out the form).
- Section 2: See directions for Ethnic Data Collection above
- Section 3: See directions for Racial Data Collection above.
- Section 4: The site observer should sign the form.