

COMPLETE AND RETAIN ON FILE – DO NOT SUBMIT TO THE DPI

RACIAL or ETHNIC DATA FORM	
Agency Name: _____	
Site Name (if different): _____	
Address: _____	
Ethnic Categories	Number of Participating Children
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	
Racial Categories	
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 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.	
_____ _____ _____ _____	_____ Date
Site Supervisor OR Authorized Representative Signature	

See Back for Instructions

Instructions for Completing the Racial or Ethnic Data Form

- The agency must complete this form for each site under its sponsorship each year.
- The sponsor may use visual identification to determine a participant's racial or ethnic category or the parents of a participant may be asked to identify the racial or ethnic group of their child(ren). A participant may be included in the group that he/she appears to belong, identifies with, or is regarded as a member by the community.
- To provide flexibility and ensure data quality, separate categories shall be used when collecting and reporting race and ethnicity. Ethnicity shall be collected first. Respondents shall be offered the option of selecting one or more racial designations.
- The sponsor must retain racial or ethnic data for 3 years and must safeguard this information to prevent its use for discriminatory purposes. Access to Program records containing racial or ethnic data should be limited to authorized personnel.

Note: Based on OMB Notice, Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity, published 10/30/97 and in FNS Instruction 113-1, Civil Rights Compliance and Enforcement Nutrition Programs and Activities, published November 8, 2005.