

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

ETHNIC and RACIAL DATA FORM	
Agency Name: _____	
Site Name (if different): _____	
Address: _____	
Ethnic Categories	Number of Participating Children
<b>Hispanic or Latino.</b> 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.”	
<b>Not Hispanic or Latino</b>	
Racial Categories	
<b>American Indian or Alaskan Native.</b> 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.	
<b>Asian.</b> 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.	
<b>Black or African American.</b> 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.”	
<b>Native Hawaiian or Other Pacific Islander.</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<b>White.</b> A person having origins in any of the original peoples of Europe, the Middle East or North Africa.	
_____ Site Supervisor OR Authorized Representative Signature	_____ Date

See next page for instructions

## Instructions for Completing the Ethnic and Racial 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 child's ethnic and racial category or the parents of a child may be asked to identify the racial and ethnic group of their child(ren). A child 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 must be used when collecting and reporting ethnicity and race. Ethnicity should be collected first. Respondents must be offered the option of selecting one or more racial designations. Below are examples of how to complete the form.

### 1. Ethnic Categories

Of all enrolled children, record the total number of children for each ethnicity first. Every enrolled child should be included **in one of the two** ethnic categories.

Example: *57 children enrolled*

Hispanic or Latino	7
Not Hispanic or Latino	50

### 2. Racial Categories

Of all enrolled children, record the total number of children for each racial category. **A child may be counted in one or more racial categories.** The total sum of children reported in the racial categories should equal or exceed the total sum of children reported for the ethnic categories.

Example: *57 children enrolled*

American Indian or Alaskan Native	2
Asian	10
Black or African American	20
Native Hawaiian or Other Pacific Islander	0
White	25

The race categories should total 57 or more enrolled children.

- The sponsor must retain ethnic and racial data for 3 years and must safeguard this information to prevent its use for discriminatory purposes. Access to Program records containing ethnic and racial 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.