

**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
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.	
_____	_____
Authorized Representative Signature	Date

See next page for instructions

Instructions for Completing the Ethnic or Racial Data Form

- The sponsor must collect the ethnicity and racial data, as specified on this form, for **each** provider under its sponsorship each year.
- The sponsor or provider 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 must 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

- a. Look at all enrolled children and record the ethnicity of the children first. Every enrolled child should be included in one of the two ethnic categories (either Hispanic or Latino OR Not Hispanic or Latino).
- b. Example:

57 children enrolled

Hispanic or Latino	7
Not Hispanic or Latino	50

2. Racial Categories

- a. Use the same number of enrolled children and mark the racial categories that he/she appears to belong, identifies with, or is regarded as a member by the community. The racial categories should equal or exceed the total for the ethnic categories.
- b. 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 participants.

- The sponsor must retain ethnic or 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.