

# RACE and ETHNICITY DATA FORM

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

Agency Name: \_\_\_\_\_ Site Name (if different): \_\_\_\_\_

Site Address: \_\_\_\_\_

## Instructions:

1. Record the total number of participants for each **ethnicity**.
2. Record the total number of participants for each **race** (a participant can be recorded within more than one race).

See back of this form for more information and examples.

ETHNICITY	Number of Participants
<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>	
<b>Total</b>	

RACE	Number of Participants
<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 race 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.	
<b>Total</b> <i>(must equal or exceed total of ethnicity groups)</i>	

\_\_\_\_\_  
Name of Agency Representative

\_\_\_\_\_  
Agency Representative Signature

\_\_\_\_\_  
Date

## Completing the Race and Ethnicity Data Form

Each agency must complete this form annually. Sponsors must complete this form for **each** site.

Families must voluntarily self-identify or self-report their participant's race and ethnicity. Race and ethnicity data can be collected from records or other documentation your agency possesses that identifies participant race and ethnicity, such as an agency-specific enrollment form, the Household Size Income Statement (found under GM 1), via survey, or any other means at any point in time.

The sponsor must retain race and ethnicity data for 3 years and must safeguard this information to prevent its use for discriminatory purposes. Access to Program records containing race and ethnicity data should be limited to authorized personnel.

How to complete the form:

### 1. Ethnicity

Of all enrolled participants, record the total number of participants for each ethnicity first. Every enrolled participant should be included **in one of the two** ethnicities.

Example: *57 participants enrolled*

Hispanic or Latino	7
Not Hispanic or Latino	50
<b>Total</b>	<b>57</b>

### 2. Race

Of all enrolled participants, record the total number of participants for each race. **A participant may be included in one or more races.** The total sum of participants recorded in the race groups should equal or exceed the total sum of participants recorded in the ethnicity groups.

Example: *57 participants enrolled*

American Indian or Alaskan Native	7
Asian	5
Black or African American	21
Native Hawaiian or Other Pacific Islander	0
White	26
<b>Total</b>	<b>59</b>

The race groups should total 57 or more enrolled participants.