

Race and Ethnicity Data Collection

Sponsors of USDA Child Nutrition Programs must annually obtain data by race and ethnic categories on potentially eligible participants and program participants. This data is collected to determine how effectively USDA Child Nutrition Programs are reaching potential eligible participants and identify where additional outreach is needed.

Race and Ethnicity Data of *Potentially Eligible* participants

- ✓ This data is an estimate of the potentially eligible population in your service area.
- ✓ Data is reported in the site application for each site in the Washington Integrated Nutrition System (WINS).
- ✓ Both ethnicity *and* race of each child should be estimated – see below for descriptions
- ✓ Use [census data](#) or [Washington State Report Card](#) – Enrollment by Student Demographics
 - Census Data: Enter the City, town or zip code.
 - WA State Report Card data: Enter the school district located in your geographical area. Select the “Diversity Report”, select “Enrollment by Student Demographics”

Race and Ethnicity Data of Participants

- ✓ Both ethnicity *and* race of each participant must be identified
- ✓ Programs with income eligibility or enrollment forms (CACFP/ Camps): Include questions to collect both ethnicity and race
 - Program participants must not be required to furnish information on their race or ethnicity.
 - When participants do not provide this information, program sponsors must document this information to the best of their ability. Visual observation is the most common method.
- ✓ Programs with no income eligibility or enrollment forms (SFSP open sites):
 - Collect information during one meal service on one day of site operation.
 - Visual observation may be used to determine participant’s racial and ethnic category or the parents of the participant may be asked to identify.
 - Enter data on the Site Review form.

Race and Ethnicity Data:

- ✓ Must be maintained for three years.
- ✓ Must be maintained under safeguards that restrict access of record only to authorized personnel.

A. Ethnicity:

- **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.**

B. Race:

- **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” 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.

Reference:

- [Program Monitoring and Assistance](#)

Resources:

- [Site Review Form](#)
- [Census Data – Quick Facts](#)
- [Washington State Report Card](#)

Acronym Reference

-CNS	Child Nutrition Services
-SFSP	Summer Food service Program
-OSPI	Office of Superintendent of Public Instruction
-USDA	United States Department of Agriculture