

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

ETHNIC and RACIAL DATA FORM	
Instructions: Count each participant TWICE; once by ETHNICITY, then by RACE. A participant can be counted within more than one RACE category. Complete instructions are on the back of this form.	
Agency Name:	Site Name (if different):
Name of Agency Representative:	Site Address:
ETHNIC CATEGORIES – Select either Hispanic/Latino OR Not Hispanic/Latino for each enrolled participant	Number of Participants
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 – Select at least one category for each enrolled participant	Number of Participants
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.	
<hr style="border: 0.5px solid black;"/> Agency Representative Signature	<hr style="border: 0.5px solid black;"/> Date

<http://dpi.wi.gov/community-nutrition/cacfp/guidance-memo>

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 participant's ethnic and racial category or the parents, guardian, or household member may be asked to identify the racial and ethnic group of the participant(s). 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 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 categories. Below are examples of how to complete the form.

1. Ethnic Categories

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** ethnic categories.

Example: *57 participants enrolled*

Hispanic or Latino	7
Not Hispanic or Latino	50

2. Racial Categories

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

Example: *57 participants enrolled*

American Indian or Alaskan Native	7
Asian	5
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 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.

<http://dpi.wi.gov/community-nutrition/cacfp/guidance-memo>