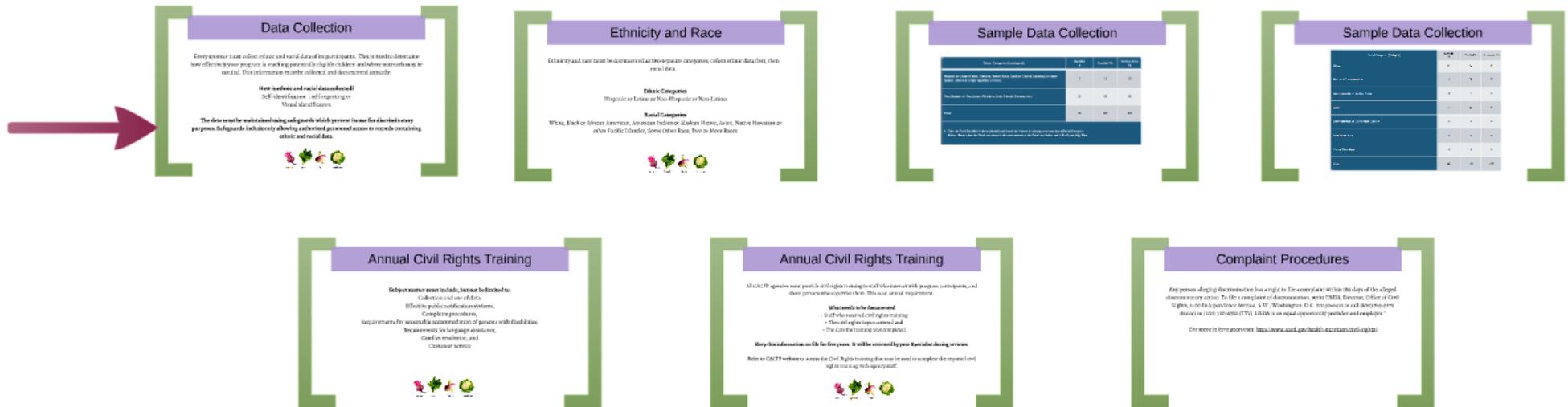
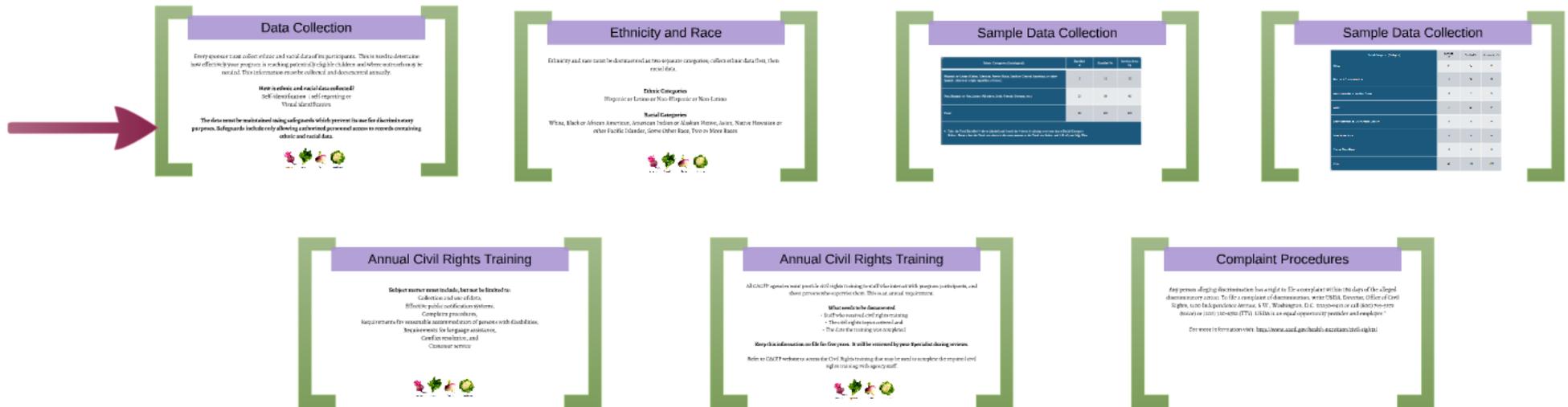


Civil Rights Data Collection



Civil Rights Data Collection



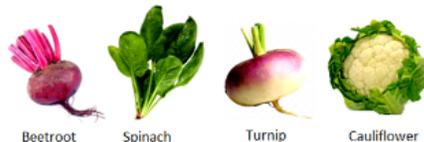
Data Collection

Every sponsor must collect ethnic and racial data of its participants. This is used to determine how effectively your program is reaching potentially eligible children and where outreach may be needed. This information must be collected and documented annually.

How is ethnic and racial data collected?

Self-identification / self-reporting or
Visual identification

The data must be maintained using safeguards which prevent its use for discriminatory purposes. Safeguards include only allowing authorized personnel access to records containing ethnic and racial data.



Ethnicity and Race

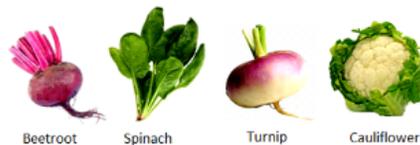
Ethnicity and race must be documented as two separate categories; collect ethnic data first, then racial data.

Ethnic Categories

Hispanic or Latino or Non-Hispanic or Non-Latino

Racial Categories

White, Black or African American, American Indian or Alaskan Native, Asian, Native Hawaiian or other Pacific Islander, Some Other Race, Two or More Races



Sample Data Collection

Ethnic Categories (Sociological)	Enrolled #	Enrolled %	Service Area %
Hispanic or Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.)	3	11	10
Non-Hispanic or Non-Latino (All others, Irish, French, German, etc.)	25	89	90
Total	28	100	100

4. Take the Total Enrolled # above (shaded) and break the # down by placing everyone into a Racial Category Below. Ensure that the Total row above is the same amount as the Total row below and I.B. of your Mgt Plan.

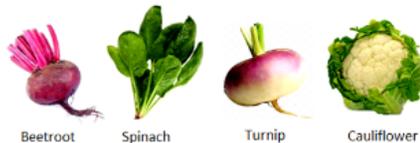
Sample Data Collection

Racial Categories (Biological)	Enrolled #	Enrolled %	Service Area %
White	15	54	55
Black or African American	8	29	28
American Indian or Alaska Native	2	7	8
Asian	3	10	9
Native Hawaiian or Other Pacific Islander	0	0	0
Some Other Race	0	0	0
Two or More Races	0	0	0
Total	28	100	100

Annual Civil Rights Training

Subject matter must include, but not be limited to:

Collection and use of data,
Effective public notification systems,
Complaint procedures,
Requirements for reasonable accommodation of persons with disabilities,
Requirements for language assistance,
Conflict resolution, and
Customer service



Annual Civil Rights Training

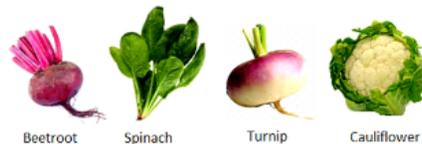
All CACFP agencies must provide civil rights training to staff who interact with program participants, and those persons who supervise them. This is an annual requirement.

What needs to be documented

- Staff who received civil rights training
- The civil rights topics covered and
- The date the training was completed

Keep this information on file for five years. It will be reviewed by your Specialist during reviews.

Refer to CACFP website to access the Civil Rights training that may be used to complete the required civil rights training with agency staff.



Complaint Procedures

Any person alleging discrimination has a right to file a complaint within 180 days of the alleged discriminatory action. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.”

For more information visit: <http://www.azed.gov/health-nutrition/civil-rights/>

Civil Rights Data Collection

