



# How to Complete Racial and Ethnic Data



Health and Nutrition Services  
Arizona Department of Education





# Introduction

## **WHAT IS A QUICK GUIDE?**

Quick Guides are an abbreviated resource developed by the Arizona Department of Education (ADE) Health and Nutrition Services (HNS) Division. Quick guides are intended to compliment ADE's Step-by-Step Instruction: How-to Guides. They do not count towards Professional Standards training hours.

## **INTENDED AUDIENCE**

This resource is intended for Community Organizations (COs) and School Food Authorities (SFAs) operating the Child Nutrition programs. All regulations are specific to operating federal feeding under the direction of ADE.

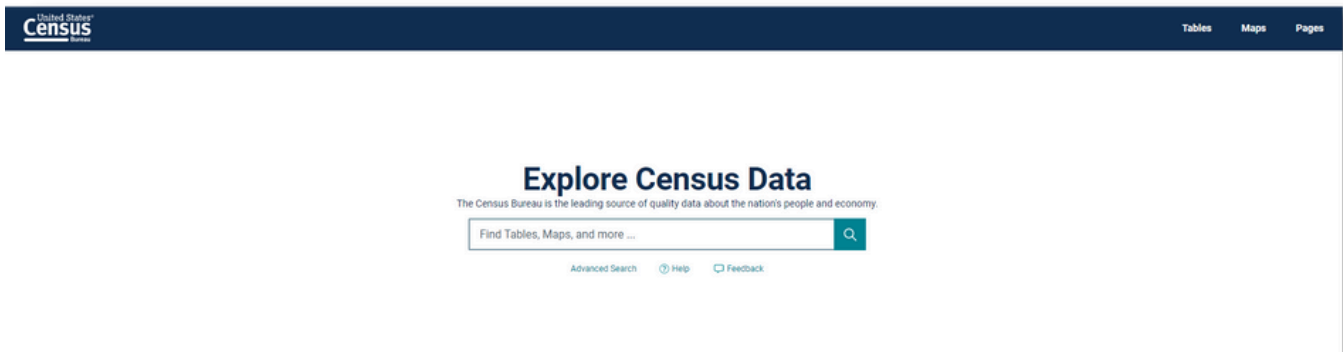
## **PURPOSE OF THIS QUICK GUIDE**

This resource is intended to help attendees locate the appropriate tables for racial and ethnic data on the US Census website, and identify the correct information to enter in the Civil Rights Data Collection section of the Child Nutrition Programs Management Plan.

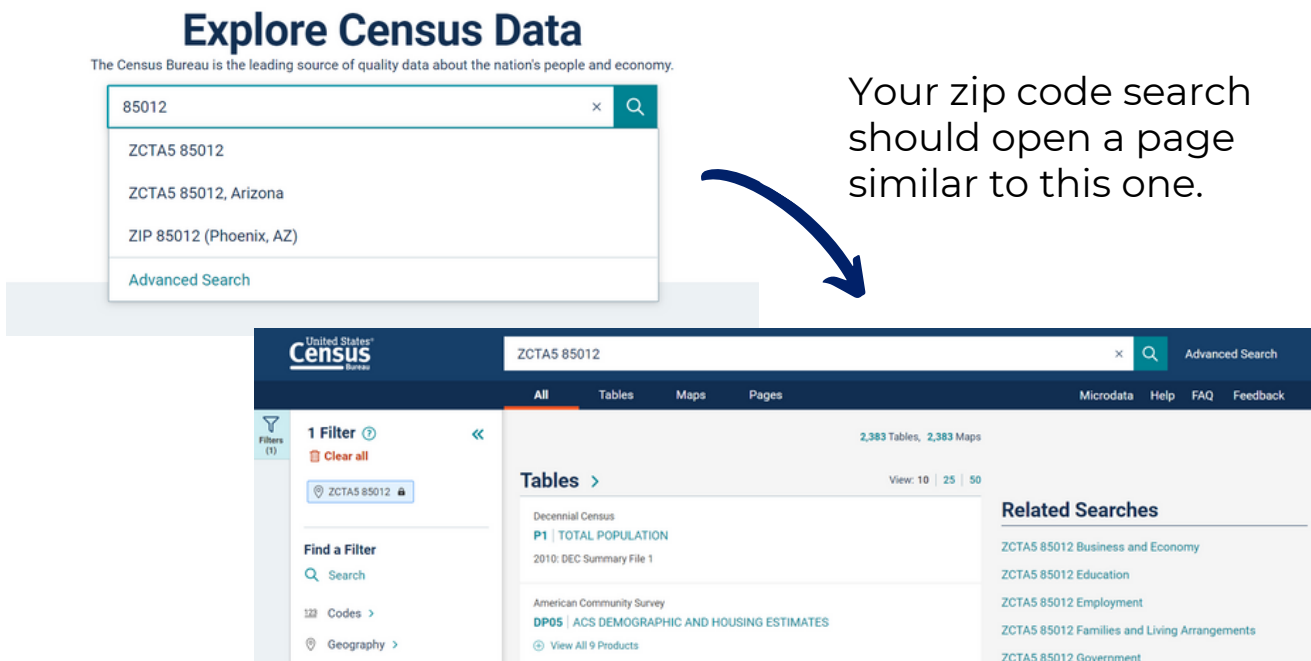
# Locating the Tables

**Step #1:** Navigate to the Census Data website:

<https://data.census.gov/cedsci/> and find the "Explore Census Data" Search Bar. It should look similar to this:



**Step #2:** Enter your site's zip code into the search box. After inputting the site's zip code, a dropdown of options should load. Within the list of options, select the one most similar to the example in the image below: "ZCTA5 85012."



# Locating the Tables

**Step #3:** Select the DP05 | ACS Demographic and Housing Estimates Table. Once the ACS Demographic and Housing Estimates table loads, you have successfully accessed the source of information needed to complete the Civil Rights Data Collection section in the Management Plan.

The screenshot shows the United States Census Bureau website. The search bar at the top contains 'ZCTA5 85012'. The 'Tables' tab is selected. On the left, there is a filter section with '1 Filter' and 'Clear all'. Below it, a 'Find a Filter' section with a search bar and categories like 'Codes', 'Geography', 'Surveys', and 'Topics'. The main results area shows '2383 Results' and a list of tables. The 'DP05 | ACS DEMOGRAPHIC AND HOUSING ESTIMATES' table is highlighted with a blue arrow. The table details show it is from the 'American Community Survey' and '2019: ACS 5-Year Estimates Data Profiles'. A small table on the right shows the 'Total' population for 'ZCTA5 85012' as 6,390.

**Step #4:** Within the ACS Demographic and Housing Estimates Table, scroll until you locate the RACE section.

The screenshot shows the United States Census Bureau website. The search bar at the top contains 'ZCTA5 85012'. The 'Tables' tab is selected. On the left, there is a filter section with '1 Filter' and 'Clear all'. Below it, a 'Find a Filter' section with a search bar and categories like 'Codes', 'Geography', 'Surveys', and 'Topics'. The main results area shows '2383 Results' and a list of tables. The 'DP05 | ACS DEMOGRAPHIC AND HOUSING ESTIMATES' table is highlighted with a blue arrow. The table details show it is from the 'American Community Survey' and '2019: ACS 5-Year Estimates Data Profiles'. A small table on the right shows the 'Total' population for 'ZCTA5 85012' as 6,390. The table content shows the 'RACE' section with a blue arrow pointing to it. The table data is as follows:

| Label                             | Estimate |
|-----------------------------------|----------|
| Sex ratio (males per 100 females) | 55.4     |
| ✓ RACE                            |          |
| ✓ Total population                | 7,492    |
| One race                          | 7,198    |
| Two or more races                 | 294      |
| ✓ One race                        | 7,198    |
| White                             | 6,235    |
| Black or African American         | 234      |



# Identifying Correct Information

**Step #5a:** Document the number under the “Estimate” column for each of the following racial categories: White, Black or African American, American Indian and Alaska Native, Asian, Native Hawaiian.

| ZCTA5 85012                                   |          |                 |         |
|---|----------|-----------------|---------|
| Label   | Estimate | Margin of Error | Percent |
| Two or more races                             | 294      | ±157            | 3.9%    |
| ▼ One race                                    | 7,198    | ±646            | 96.1%   |
| White   | 6,235    | ±621            | 83.2%   |
| Black or African American                     | 234      | ±107            | 3.1%    |
| ▶ American Indian and Alaska Na...            | 164      | ±115            | 2.2%    |
| ▶ Asian                                       | 305      | ±159            | 4.1%    |
| ▶ Native Hawaiian and Other Paci...           | 6        | ±10             | 0.1%    |
| Some other race                               | 254      | ±170            | 3.4%    |
| ▶ Two or more races                           | 294      | ±157            | 3.9%    |
| ▼ Race alone or in combination with one or... |          |                 |         |

**Step #5b:** Similar to Step #5a, under the “Estimate” column, add together the numbers listed for Some other race and Two or more races. *The sum of these two numbers will be reported as “Unknown” on the Management Plan.*

|                     |     |      |      |
|---------------------|-----|------|------|
| Some other race     | 254 | ±170 | 3.4% |
| ▶ Two or more races | 294 | ±157 | 3.9% |

**Step #5c:** After collecting the racial data, scroll further down the table to locate the HISPANIC OR LATINO AND RACE section. Document the estimated number for each of the following categories: **Hispanic or Latino (of any race)** and **Not Hispanic or Latino**.

|                                    |       |      |       |
|------------------------------------|-------|------|-------|
| ▼ HISPANIC OR LATINO AND RACE      |       |      |       |
| ▼ Total population                 | 7,492 | ±627 | 7,492 |
| ▶ Hispanic or Latino (of any race) | 1,251 | ±315 | 16.7% |
| ▶ Not Hispanic or Latino           | 6,241 | ±557 | 83.3% |

# Identifying Correct Information

**Step #6:** Repeat steps 1-5c for each operating site.

**Step#7:** Once racial and ethnic data is collected for all sites, access the Management Plan for the current program year. Navigate to the Site Information page for the applicable site, and enter the information collected directly into the chart under the "Civil Rights Data Collection" section.

| Ethnic Category   | Area %  |
|---|---------|
| Hispanic or Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race) | 42.1 %  |
| Non-Hispanic or Non-Latino (all others, Irish, French, German, etc.)  | 57.1 %  |
| Total   | 100.0 % |

| Racial Category                   | Service Area % |
|-----------------------------------|----------------|
| White                             | 64.1 %         |
| Black or African American         | 6.6 %          |
| American Indian or Alaskan Native | 1.9 %          |
| Asian                             | 1.4 %          |
| Native Hawaiian                   | 0.2 %          |
| Some Other Race                   | 21.1 %         |
| Two or More Races                 | 3.8 %          |
| Total                             | 100.0 %        |



# Thank you!

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