

How to Complete Racial and Ethnic Data

STEP-BY-STEP INSTRUCTION QUICK GUIDE
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What is a Quick Guide?

This resource was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). Quick Guides are an abbreviated resource and do not count towards training hours.

Intended Audience

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

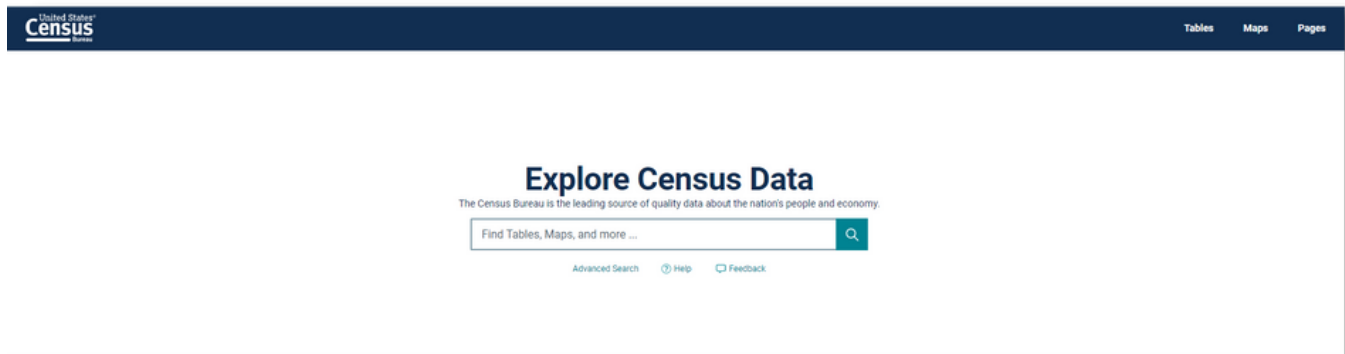
Introduction

Racial and ethnic data is a required component of the Management Plan associated with the SFSP application process. 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 SFSP Management Plan

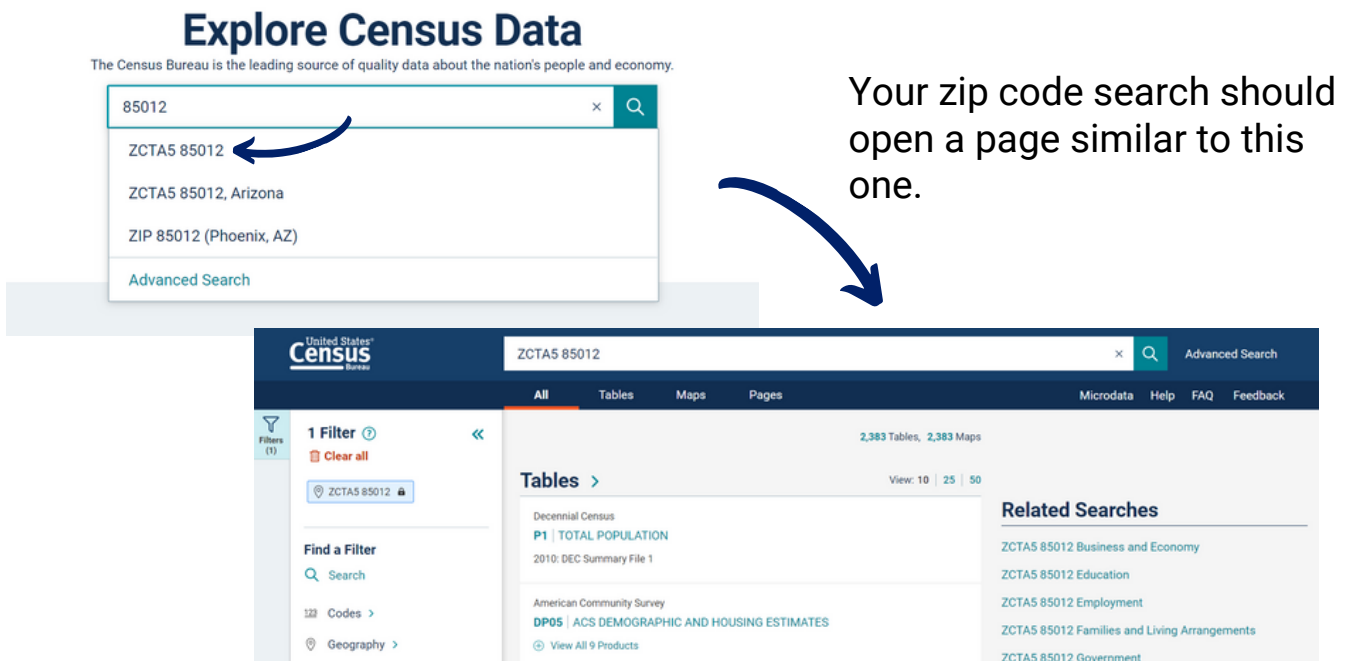
Locating the Tables

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 interface. The search bar at the top contains 'ZCTA5 85012'. The 'Tables' tab is selected in the navigation bar. On the left, there is a 'Filters (1)' section with 'Clear all' and 'ZCTA5 85012' listed. Below that is 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 'Download tables' link. A list of results is displayed, with 'DP05 | ACS DEMOGRAPHIC AND HOUSING ESTIMATES' highlighted in blue. A blue arrow points to this result. To the right, a preview of the table is shown, including a 'Label' column and a value of '6,390' for 'Total'.

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 interface with the 'DP05 | ACS DEMOGRAPHIC AND HOUSING ESTIMATES' table selected. The search bar at the top contains 'ZCTA5 85012'. The 'Tables' tab is selected in the navigation bar. On the left, there is a 'Filters (1)' section with 'Clear all' and 'ZCTA5 85012' listed. Below that is a 'Find a Filter' section with a search bar and categories like 'Codes', 'Geography', 'Surveys', 'Topics', and 'Years'. The main results area shows '2383 Results' and a 'Download tables' link. A list of results is displayed, with 'DP05 | ACS DEMOGRAPHIC AND HOUSING ESTIMATES' highlighted in blue. A blue arrow points to this result. To the right, a preview of the table is shown, including a 'Label' column and an 'Estimate' column. The 'RACE' section is expanded, and a blue arrow points to the 'RACE' row. 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 percentage of each of the following racial categories: **White, Black or African American, American Indian and Alaska Native, Asian, Native Hawaiian, Some Other Race, and Two or More Races.**

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: After collecting the racial data, scroll further down the table to locate the HISPANIC OR LATINO AND RACE section. Document the percentage 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%

Tip! The percentage values listed in steps 5a and 5b should each total to 100%.

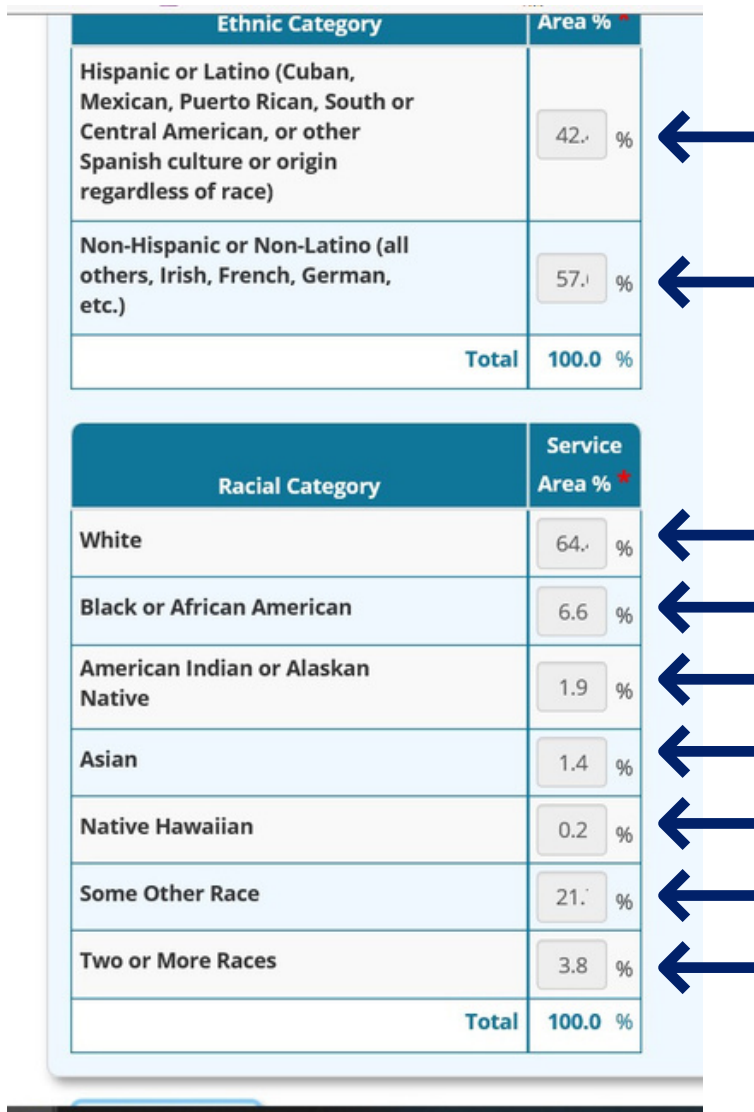
Identifying Correct Information

Step #6: Repeat steps 1-5b 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)	42.0 %
Non-Hispanic or Non-Latino (all others, Irish, French, German, etc.)	57.0 %
Total	100.0 %

Racial Category	Service Area %
White	64.0 %
Black or African American	6.6 %
American Indian or Alaskan Native	1.9 %
Asian	1.4 %
Native Hawaiian	0.2 %
Some Other Race	21.0 %
Two or More Races	3.8 %
Total	100.0 %

The image displays two data entry tables. The first table, titled 'Ethnic Category', has two rows: 'Hispanic or Latino...' with a value of 42.0% and 'Non-Hispanic or Non-Latino...' with a value of 57.0%. The second table, titled 'Racial Category', has seven rows: 'White' (64.0%), 'Black or African American' (6.6%), 'American Indian or Alaskan Native' (1.9%), 'Asian' (1.4%), 'Native Hawaiian' (0.2%), 'Some Other Race' (21.0%), and 'Two or More Races' (3.8%). Both tables include a 'Total' row at the bottom showing 100.0%. Blue arrows point to the percentage input fields in each row of both tables.

Thank you!

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

*U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or*

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

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