

Instructions for Collecting Racial and Ethnicity Data

- The sponsor should complete this form for each site under its jurisdiction each year. Sponsors of residential camps must collect this information for each camp session. For all other sites, the sponsor must count the participating children at least once during the site's operation.
- The sponsor's monitor or site supervisor will provide to each site, on a date determined by the sponsor, a form (*Summer Food Service Program Ethnicity/Race Data Collection for Parent/Guardian Completion*) to be completed voluntarily by the parent or guardian of participating children. The sponsor's staff member collects the completed forms and returns them to the sponsor's office. If a parent or guardian chooses to verbally identify a child's (children's) ethnicity and race, the site staff or monitor will complete the form on their behalf.
- Additionally, through written translations or sight translations, the sponsor will provide the form or the information on the form in a language that an individual with limited English proficiency can understand. The sponsor will provide the form in an alternate format that an individual with a disability can understand.
- The sponsor completes the form (*SFSP Site Ethnicity/Race Data Collection*) inputting the site data for each site and keeps it on file for the required time (current year plus three years).
- The sponsor completes the data regarding the number of children participating, the number of forms completed, and the number of unknown statuses for Ethnicity/Race categories.
- The table will be completed using the forms collected at the site, and if no forms, either school data or census data for this site. If there are forms for less than 50% of the participating children, the day of the free/reduced data collection, the sponsor will use aggregate data for the *SFSP Site Ethnicity/Race Data Collection* form, school data, or census data for the site location.

Summer Food Service Program Ethnicity/Race Data Collection for Parent/Guardian Completion

This form is to be completed by a parent or guardian. Completion of this information is **voluntary** and will not impact a child's eligibility for meals. The data collected will be used to ensure compliance with USDA nondiscrimination requirements only. The data is kept confidential, accessible only to authorized personnel, and may be protected by the Privacy Act of 1974.

The names of children, parents, or guardians are NOT to be collected by the sponsor.

Please complete one form per child. Check one selection in Section 1. In Section 2, check any racial categories that apply (choose at least one, but more than one can be indicated). Thank you for providing this information!

If you have difficulty communicating with us or understanding this information because you do not speak English or have a disability, please let us know. Free language assistance or other aids and services are available upon request.

Section 1: ETHNICITY CATEGORIES	Check One:
Hispanic or Latino	
Non-Hispanic or Latino	

Section 2: RACE CATEGORIES	Check any that apply:
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	

<p>INTERNAL USE ONLY</p> <p>Site Name:</p> <p>Date:</p> <p>Site Supervisor or Monitor Name:</p>

This institution is an equal opportunity employer and provider.

SFSP Site Ethnicity/Race Data Collection Form



Sponsor: _____ Date: _____ Site: _____

# children participating	
# completed forms	
# E/R unknown	

This section is for open sites only. Residential camps or closed enrolled sites in a non-needy area do not complete this section.

Complete the form below using either completed free/reduced forms from the site, school data, or census data for the area the site serves. Residential camps and closed-enrolled sites in non-needy areas will enter numbers for ethnicity/race categories based on the attendance on the day of review referencing the ethnicity/race information from participant applications.

Ethnicity Categories	Number of Participating Children
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."	
Non-Hispanic or Latino.	
Total	
Race Categories	
American Indian or Alaska 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 recognition.	
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.	
Total	

Signature

Date

This institution is an equal opportunity employer and provider.