

SFSP Race and Ethnicity Data Form

Sponsor: _____

Site: _____

Site Address: _____

Site Supervisor: _____

Date of Completion: _____

Ethnicity Categories	Number of Participating Children
Hispanic or Latino	
Not-Hispanic or Latino	

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”.

Race Categories	Number of Participating Children
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	

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 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” 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.

Race and Ethnicity Data Form Instructions

The sponsor should complete this form for each site under its sponsorship each year. Sponsors of residential camps must collect this information for each camp session.

On May 17th, 2021, USDA released [CACFP 11-2021, SFSP 07-2021 Collection of Race and Ethnicity Data by Visual Observation and Identification in the Child and Adult Care Food Program and Summer Food Service Program – Policy Recission](#). Race and ethnicity data is no longer to be collected by visual observation.

School Food Authority (SFA) Sponsors

School Food Authority (SFA) sponsors may use the information collected by the registrar at the beginning of the school year.

Non-Profit Sponsors

Non-profit sponsors may use the information collected by their local SFAs. The State agency will provide this information to the non-profit sponsors.

Sponsors of Camps

Sponsors of residential and non-residential camp sites, which collect meal applications, will use the information reported on the back of the applications. Children must not be asked to identify their own race and ethnicity.

All line items on this page must be answered numerically (no percentages). Do not use words such as “All” or “None”.

The sponsor must retain race and ethnicity data for three years, plus the current year, and must safeguard this information to prevent its use for discriminatory purposes. Access to program records containing race and ethnicity data should be kept confidential and limited to authorized personnel.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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/ad-3027.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

This institution is an equal opportunity provider.