

**CHILD AND ADULT CARE FOOD PROGRAM  
 CIVIL RIGHTS COMPLIANCE DATA COLLECTION FORM  
 Fiscal Year \_\_\_\_\_**

**Institution/sponsor:** \_\_\_\_\_ **Site:** \_\_\_\_\_

All Child and Adult Care Food Program center sponsors must annually determine the number of potentially eligible participants by ethnic/racial category for the area served and submit this information with the application.

The traditional definition of **race and ethnicity** is related to biological and sociological factors respectively. **Race** refers to a person's physical appearance from descent or heredity, such as skin color, eye color, hair color, etc. **Ethnicity**, on the other hand, relates to cultural factors such as nationality, culture, ancestry, language and beliefs.

**INSTRUCTIONS:**

1. **Enrolled #** - the number of participants currently enrolled in the program. This data can be obtained from data provided on the Income Eligibility Forms or by visual identification.
2. **Complete** one form for each site under your Institutional Agreement.

<b>Ethnic Categories</b> (Sociological)	<b>Enrolled number</b>
<b>Hispanic or Latino</b> (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.)	
<b>Non-Hispanic or Non-Latino</b> (All others, Irish, French, German, etc.)	
<b>Total</b>	
<b>Racial Categories</b> (Biological)	<b>Enrolled number</b>
<b>White</b>	
<b>Black or African American</b>	
<b>American Indian or Alaskan Native</b>	
<b>Asian</b>	
<b>Native Hawaiian or Other Pacific Islander</b>	
<b>Some Other Race</b>	
<b>Two or More Races</b>	
<b>Total</b>	

Data gathered for this report is confidential. **PLEASE KEEP ON SITE FOR EVALUATION OR AUDIT.**

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **USDA Non-Discrimination Statement**

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

“This institution is an equal opportunity provider”.