

# Child and Adult Care Food Program (CACFP) Civil Rights Beneficiary Data Collection Form

The U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS) is responsible for ensuring compliance with Title VI of the Civil Rights Act of 1964 among its federally assisted programs, including the CACFP. The USDA's *FNS Instruction 113-1: Civil Rights Compliance and Enforcement – Nutrition Programs and Activities* requires recipients of federal financial assistance to ask all program applicants and participants to identify all racial and ethnic categories that apply. The USDA uses this race and ethnicity data to determine how effectively FNS programs are reaching potential eligible persons and beneficiaries, identify areas where additional outreach is needed, assist in the selection of locations for compliance reviews, and complete reports as required.

## Instructions

Each CACFP facility must collect beneficiary data by racial or ethnic category **each year**. CACFP facilities include child care centers, outside-school-hours care centers, adult day care centers, emergency shelters, and family day care homes. Use the form on page 2 to summarize this data.

The CACFP facility must retain this data and supporting documentation on file for three years after the submission date of the final claim for reimbursement for the fiscal year to which they pertain; or if an audit is outstanding, until the audit is closed. Access to this data must be limited to authorized personnel.

## Self-identification of Race and Ethnicity by Participants

As indicated in USDA Memo *CACFP 11-2021 and 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 Rescission*, the use of visual observation and identification by CACFP institutions and facilities is not an appropriate method for collecting race or ethnicity data in the CACFP. This means that CACFP facilities **cannot use visual observation and identification** to collect race or ethnicity data.

The preferred method of collecting demographic data is self-identification and self-reporting. Examples include using data from other sources in which the respondent has self-identified race or ethnicity, such as the CACFP income eligibility applications or data for other funding sources like Head Start.

CACFP facilities should explain the importance of this data to participants and encourage them to self-identify and self-report. CACFP facilities must ensure that applicants and participants are made aware that failure to provide racial or ethnic identity information will **not** impact their eligibility for the CACFP.

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Facility name: \_\_\_\_\_

Indicate how the facility obtained the data.

<b>Section 1: Ethnicity</b>	
The sum of “Hispanic or Latino” and “Not Hispanic or Latino” categories must equal the <b>total number</b> of all enrolled participants.	<b>Number of enrolled participants</b>
<b>Hispanic or Latino:</b> A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. “Spanish origin” can be used in addition to “Hispanic or Latino.”	
<b>Not Hispanic or Latino</b>	

<b>Section 2: Race</b>	
The sum of all racial categories will be equal to or greater than the <b>total number</b> of all enrolled participants.	<b>Number of enrolled participants</b>
<b>American Indian or Alaskan Native:</b> 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.	
<b>Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
<b>Black or African American:</b> A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”	
<b>Native Hawaiian or Other Pacific Islander:</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<b>White:</b> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	

\_\_\_\_\_  
*Name of facility representative*

\_\_\_\_\_  
*Signature of facility representative*

\_\_\_\_\_  
*Date*

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For more information, visit the CSDE's [Civil Rights for Child Nutrition Programs](#) and [CACFP](#) webpages, or contact the [CACFP staff](#) at the Connecticut State Department of Education, School Health, Nutrition and Family Services, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/Civil\\_Rights\\_CACFP\\_Beneficiary\\_Data\\_Collection\\_Form.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/Civil_Rights_CACFP_Beneficiary_Data_Collection_Form.pdf)

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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](mailto:program.intake@usda.gov)

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