

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

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 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:

Section 1: Ethnicity

The sum of “Hispanic or Latino” and “Not Hispanic or Latino” categories must equal the total number of all enrolled participants.

Ethnicity	Number of enrolled participants
Hispanic or Latino: 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.”	
Not Hispanic or Latino	

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Section 2: Race

The sum of all racial categories will be equal to or greater than the total number of all enrolled participants.

Ethnicity	Number of enrolled participants
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 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.	
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.	

Name of facility representative: _____

Signature: _____

Date: _____

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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, audiotope, 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.

