

Organizations participating in the CACFP must follow the civil rights requirement to collect ethnic and racial data every year for all participants. The data collected is used to improve outreach efforts and to ensure compliance with USDA nondiscrimination requirements ONLY. The completion of this survey is voluntary, anonymous and will not impact eligibility for meals. Please complete one survey per participant and return by (Date) [Click or tap to enter a date.](#)

- **Ethnic Category (Select one):** Hispanic or Latino Not Hispanic or Latino Undeclared
- **Racial Category (Select one or more):** American Indian or Alaskan Native Asian
 Black or African American Native Hawaiian or other Pacific Islander White Undeclared

Data Collection

- Institutions must collect data annually and maintain the data documentation for 3 years plus current year.
- The collection of racial and ethnic data allows institutions and sponsoring organizations and the state agency to determine how effectively the program is reaching the diversity of a population and if outreach is needed.
- Visual identification is not an option for collecting participant racial and ethnic data. This means program operators may not collect racial or ethnic data simply by looking at participants. Instead, program operators should use methods that are based on self-identification and self-reporting.
- Obtaining data from parents or guardians is the preferred method of data collection, as parents or guardians can provide accurate information.
- Parents and guardians may be asked to identify the racial or ethnic group of the participant only after it has been explained, and they understand, that providing the information is to ensure compliance with USDA nondiscrimination requirements only.
- Providing racial and ethnic data is voluntary and failure to report the information will not impact the participant's eligibility for meals.

CACFP Ethnic/Racial Data Survey Form

(For Independent and Sponsoring Organizations which do not collect CACFP Enrollment forms)

- Sponsors must provide the form annually to the parent/guardian of each participant through one of the following methods.
 - o Electronically via email or other electronic distribution method
 - o Hard copy completion onsite when parents are present
 - o Hard copy sent home and returned
- One form should be collected per participant.
- The sponsor should insert the return deadline date on each form.
- The sponsor should tally the results of all surveys which were completed by the deadline.
- If less than 50% of the surveys were completed by the deadline, school data may be used. School data can be accessed on the Kentucky Department of Education website under "Public School Ethnicity Report" at https://education.ky.gov/federal/SCN/Documents/Public%20School_Ethnicity%20Report.pdf.
- The sponsor should review the survey data or the school data and consider if additional outreach efforts are needed.

USDA Nondiscrimination Statement

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 the [USDA Program Discrimination Complaint Online Form](#) (AD-3027) found online at [How to file a Complaint](#), 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;
- (2) fax: (833) 256-1665 or (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.