

OSPI Child Nutrition Services Reference Sheet

Race and Ethnicity Data Collection

Sponsors of USDA Child Nutrition Programs must annually obtain data by race and ethnic categories on potentially eligible participants and program participants. This data is collected to determine how effectively USDA Child Nutrition Programs are reaching potential eligible participants and identify where additional outreach is needed.

Requirements for Race and Ethnicity Data

- Must be maintained for three years.
- Must be maintained under safeguards that restrict access of record only to authorized personnel.

Race and Ethnicity Data of Potentially Eligible Participants

- This data is an estimate of the potentially eligible population in your service area.
- Data is reported in the site application for each site in the Washington Integrated Nutrition System (WINS).
- Both ethnicity *and* race of each child should be reported – see below for descriptions
 - When recording, select the school data or census data hyperlinks in the application.
 - Ethnicity and Race percentages **MUST** add up to 100%, otherwise an error will populate in the application.
- Use [census data](#) or [Washington State Report Card](#) – Enrollment by Student Demographics
 - Census Data: Enter the city, town, or zip code.
 - WA State Report Card data: Enter the school district located in your geographical area. Select the “Diversity Report”, select “Enrollment by Student Demographics”

Race and Ethnicity Data of Participants

- Both ethnicity *and* race of each participant must be identified or estimated – see below for definitions.
- Programs with income eligibility or enrollment forms: Include questions to collect both ethnicity and race
 - Program participants must not be required to furnish information on their race or ethnicity.
 - Sponsors should continue to encourage participants to self-identify and self-report.
 - CNS Documents have language encouraging families fill out the race and ethnicity section, while affirming the section is optional and does not affect children’s eligibility for receiving meals during care.



- **CACFP Sponsors** report this data in the site application for each site in the Washington Integrated Nutrition System (WINS).
 - Using Enrollment Form or the Enrollment and Income Eligibility Application (EIEA), sponsors must report the actual numbers of children served.
 - *BEST PRACTICE* – While reporting the number of children served, verify the percentages populated in WINS also add up to 100%.
- **CACFP and SFSP Sponsors-** Programs with no income eligibility or enrollment forms:
 - Collect information during one meal service on one day of site operation.
 - Sponsors may utilize data from other sources in which participants have self-identified race or ethnicity, such as school databases.
 - Enter data on the Site Review form (SFSP).

Definitions of Race and Ethnicity per USDA (FNS 113-1)

A. Ethnicity:

- **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”
- **Not Hispanic or Latino.**

B. Race:

- **American Indian or Alaskan 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.

Reference

- [FNS 113-1](#)
- [7 CFR 225.7](#)

Resources

- [Site Review Form](#)
- [Census Data – Quick Facts](#)
- [Washington State Report Card](#)

Acronym Reference

- CACFP- Child and Adult Care Food Program
- CFR- Code of Federal Regulations
- CNS- Child Nutrition Services
- SFSP- Summer Food Service Program
- OSPI- Office of Superintendent of Public Instruction
- USDA- United States Department of Agriculture