

**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.

Ethnic Categories (Sociological)	Enrolled number
Hispanic or Latino	
Non-Hispanic or Non-Latino	
Total	
Racial Categories (Biological)	Enrolled number
American Indian or Alaskan Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Total	

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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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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, 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. 20250-941
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

"This institution is an equal opportunity provider".