

COLLECTION OF RACIAL/ETHNIC DATA

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
CHILD NUTRITION AND FOOD DISTRIBUTION PROGRAMS
(Rev. 11/17) G/tools/SNP/Collection of Racial-Ethnic Data

Retain in School Files

Civil Rights instructions require programs to maintain racial/ethnic information on file for all free and reduced-price meal applicants. This information is to reflect the racial/ethnic background of those children and must be maintained on file for three (3) years. Information may be collected based on visual identification or knowledge of the determining official.

Free/Reduced-price/Denied meal applicants fall into the following racial or ethnic identities: (indicate the actual number of students in each category rather than the number of applications):

Ethnic Identity:

Hispanic or Latino	Not Hispanic or Latino
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Racial Identity (select one or more, as needed):

Asian	American Indian or Alaska Native	Black or African American
Native Hawaiian or Other Pacific Islander	White	Other
Person completing this form – Last Name	First Name	Date

Sponsor compliance with the Civil Rights Act will be checked during State Agency reviews. The following areas will be checked:

1. data collection procedure for free and reduced-price meals
2. whether denied applications are disproportionately composed of minority applications
3. whether there is a need for bilingual materials
4. whether a civil rights poster is displayed
5. whether program materials contain the nondiscrimination statement
6. whether admission procedures are restrictive
7. whether meals are served without regard to race, color, national origin, age, sex, or disability
8. whether procedure is used to determine and process civil rights complaints

A check will also be made to ensure information is provided to the public upon request.

The information on the complaint must include the agency or individual toward which the complaint is directed and an indication of what the possible violation is. The complaints may be anonymous. If possible, try to get the name, address, and phone number of complainant; the specified location and name of the entity delivering the program services; names, titles, and addresses of any people who may have knowledge of the action; and date or dates the action occurred.

For sponsors, civil rights compliance includes determining the minority makeup of the applicants. This must be done for all applications whether free, reduced-price, or denied.

Distributing program information through brochures, public service announcements on radio or television or advertisements in the local newspapers are ways to ensure that the minority population is being served.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.