

RACIAL/ETHNIC DATA COLLECTION RECORD
 NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
 CHILD NUTRITION AND FOOD DISTRIBUTION PROGRAMS
 (3/11) G/tools/CACFP/Racial Data

NOTE: To be completed annually – retain in files

Date Completed:

Estimate the ethnic identity of potential beneficiaries in area served:

Hispanic or Latino (percentage)	Not Hispanic or Latino (percentage)
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Estimate the racial identity of potential beneficiaries in area served (select one or more, as needed):

Percentage of Asian	Percentage of American or Alaska Native
Percentage of Black or African American	Percentage of Native Hawaiian or Other Pacific Islander
Percentage of White	Percentage of other

Report the ethnic identity of actual beneficiaries in area served in CACFP:

Hispanic or Latino Percentage)	Not Hispanic or Latino (percentage)
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Report the racial identity of actual beneficiaries served in CACFP (select one or more, as needed):

Percentage of Asian	Percentage of American or Alaska Native
Percentage of Black or African American	Percentage of Native Hawaiian or Other Pacific Islander
Percentage of White	Percentage of other

Estimate obtained from what source? <input type="checkbox"/> Local School District <input type="checkbox"/> Chamber of Commerce or census bureau <input type="checkbox"/> Individual knowledge and familiarity with community
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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.

Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the action. A Sponsor's responsibilities include accepting and forwarding all complaints, verbal or written, to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

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.