

COLLECTION OF RACIAL/ETHNIC DATA
 NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
 CHILD NUTRITION AND FOOD DISTRIBUTION PROGRAMS
 (Rev. 1/08) 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 on the basis of 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	Date
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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, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). 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.