



Florida Department of Agriculture and Consumer Services  
Division of Food, Nutrition and Wellness

**SFSP ETHNIC AND RACIAL DATA FORM<sup>1</sup>**

ADAM H. PUTNAM  
COMMISSIONER

Sponsor Name: \_\_\_\_\_ Agreement # 04-: \_\_\_\_\_

Site Number: \_\_\_\_\_ Site Name: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Site Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

1. Ethnic Data Collection	Number of Participating Children (on the day the form is completed)
<b>Hispanic or Latino:</b> A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture of origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."	
<b>NOT Hispanic or Latino:</b> All other ethnic categories.	
<b>TOTAL</b> (Note: Total for question #1 MUST equal 100 percent of participating children.)	
2. Racial Data Collection	Number of Participating Children (on the day the form is completed)
<b>American Indian or Alaskan Native:</b> 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 recognition.	
<b>Asian:</b> A person having origins in any of the original places 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.	
<b>Black or African American:</b> A person having origins in the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."	
<b>Native Hawaiian or Other Pacific Islander:</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.	
<b>White:</b> A person having origins in any of the original peoples of Europe, the Middle East or North Africa.	
<b>TOTAL</b> (Note: Total for question # 2 may be greater than or equal to 100 percent.)	

<sup>1</sup>Note: Based on OBM Notice, Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity, published 10-30-97 and on FNS Instruction 113-8, Civil Rights Compliance and Enforcement in the SFSP, which is under revision.

\_\_\_\_\_  
Sponsor Monitor's Signature

\_\_\_\_\_  
Date

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Instructions for Completing the Ethnic and Racial Data Form:

1. Please print the sponsor name, agreement number, site number, site name, site supervisor and the physical address of the site.
2. In Section 1, collect ETHNIC data.
  - a. Each participant should be counted under only **ONE** category. The total number of participants marked under the ethnic category should equal the total number of enrolled participants in attendance on the day the form is completed.
3. In Section 2, collect RACIAL data.
  - a. Each participant shall be offered the option of selecting one or more racial designations. Therefore, the total racial data collected for enrolled participants in attendance on the day the form is completed will equal at least 100 percent of participants, but may equal more.
4. The Sponsor Monitor needs to sign and date the form.

Points to Remember:

- The sponsor should complete this form for each site under its jurisdiction each year. Sponsors of residential camps must collect this information for each camp session. For all other sites, the sponsor must count the participating children at least once during the site's operation.
- The sponsor may use visual identification to determine a participant's ethnic or racial category or the parents of a participant may be asked to identify the ethnic or racial group of their child(ren). A participant may be included in the group that he/she appears to belong, identifies with or is regarded as a member of by the community.
- To provide flexibility and ensure data quality, separate categories shall be used when collecting and reporting ethnicity and race. Ethnicity **must** be collected first, after which respondents shall be offered the option of selecting one or more racial designations. **BOTH ethnic and racial data must be entered.**
- This form **MUST** be at the site during the site operation.
- The sponsor must retain ethnic and racial data, as well as documentation for the data for three years and must safeguard this information to prevent its use for discriminatory purposes. Access to program records containing ethnic or racial data should be limited to authorized personnel.
- The number of participating children entered in the Ethnic Categories must be equal to or less than the number of participating children entered in the Racial Categories.