Minnesota Department of Education

Summer Food Service Program Racial/Ethnic Data Form

Sponsor ID # _____ Sponsor Name _____

Site ID # _____ Site _____

Address _____

Site Supervisor _____

Racial and Ethnic Categories

Ethnic Categories	Number of Participating Children
Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."	
Non-Hispanic or Latino	
Total Participating Children (Equals Racial Category Total)	

Racial Categories	Number of Participating Children
American Indian or Alaska Native. 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.	
Asian. A person having origins in any of the original peoples 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.	
Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."	
Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.	
White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.	
Total Participating Children (Equals Ethnic Category Total)	

_____ _____

Monitor's Signature Date

Instructions for Completing the Racial or Ethnic Data Form

- 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 racial or ethnic category or the parents of a participant may be asked to identify the racial or ethnic 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 by the community.
- To provide flexibility and ensure data quality, separate categories shall be used when collecting and reporting race and ethnicity. Ethnicity shall be collected first. Respondents shall be offered the option of selecting one or more racial designations.
- The sponsor must retain racial or ethnic 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 racial or ethnic data should be limited to authorized personnel.