

PLEASE POST

NOTICE OF ANNUAL COLLECTION OF ETHNIC AND RACIAL DATA

To Participants, Parent and Guardians:

(Name of Center) participates in the USDA Child and Adult Care Food Program. One of the requirements of this program is to collect ethnic and racial data on participants once a year.

This information is requested solely for the purpose of determining the institution's compliance with federal civil rights laws. By providing this information, you will assist *(Name of Center)* in assuring that this program is administered in a nondiscriminatory manner.

Information directly from the parent or guardian (or individual in adult care programs) is the preferred method of obtaining ethnic and racial data. We collect this information from the income eligibility applications that are completed each year by parents, guardians or individuals when available.

If you do not wish to share this information, *(Name of Center)* will conduct a visual identification of each enrolled participant. This data is summarized in numbers only for statistical use. Individual names are not identified in the statistical summary.

If you have any questions about the annual collection of ethnic and racial data, please contact:

Name of Authorized Representative and Title

Name of Center/Program

Contact Number

Date: _____

Requirement located in FNS Instruction 113-1, Civil Rights Compliance and Enforcement- Nutrition Programs and Activities, XII Data Collection and Reporting