

Summer Food Service Program (SFSP)

**CIVIL RIGHTS BENEFICIARY DATA COLLECTION FORM**

**for SFSP Sponsor Site Review**

**INSTRUCTIONS**

The following actual beneficiary data by racial or ethnic category must be collected from each site each year. Residential camps must collect information separately for each session of the camp. The SFSP sponsor must retain this data and supporting documentation on file for:

- **three years** after the submission date of the final claim for reimbursement for the fiscal year to which they pertain; or
- if an audit is outstanding, until the audit is closed.

Access to this data must be limited to authorized personnel. Visual identification may be used to determine the racial or ethnic category of a participant.

All SFSP sponsors must complete Section 1 – Ethnicity (page 1) and Section 2 – Race (page 2). Sponsors of residential sites must also complete Section 3 – Residential Site Sessions (page 2).

Sponsor Name: \_\_\_\_\_

Sponsor Address: \_\_\_\_\_

Site: \_\_\_\_\_

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

<b>SECTION 1 – ETHNICITY</b>	
<i>The sum of “Hispanic or Latino” and “Not Hispanic or Latino” categories must equal 100 percent of the applicants.</i>	<b>Number of Enrolled Participants</b>
<b>Hispanic or Latino:</b> A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. “Spanish origin” can be used in addition to “Hispanic or Latino.”	
<b>Not Hispanic or Latino</b>	

◀ *Continued on page 2* ▶

**SFSP CIVIL RIGHTS BENEFICIARY DATA COLLECTION FORM, continued**

<b>SECTION 2 – RACE</b>	
<i>The sum of all racial categories will be equal to or greater than 100 percent of the applicants.</i>	<b>Number of Enrolled Participants</b>
<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 attachment.	
<b>Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.	
<b>Black or African American:</b> 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.”	
<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.	

\_\_\_\_\_

*Monitor’s Signature*                      *Sponsor’s Signature*                      *Date*

**SECTION 3 – RESIDENTIAL SITE SESSIONS**

***If residential site, complete this section:***                      Number of Sessions: \_\_\_\_\_ (*List dates below*):

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

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- (1) *mail:* U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) *fax:* (202) 690-7442;
- (3) *email:* [program.intake@usda.gov](mailto:program.intake@usda.gov).

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