

Maine Center for Disease Control and Prevention

WIC Nutrition Program

Effective: October 1, 2012

Policy No. CR-3

Revised: August 1, 2014

Data Collection and Reporting

Authority

7 CFR §246.8(a)(3)
22 MRSA §255 and §1951
10-144 CMR Chapter 286, §III.D.9
OMB Directive 15

Policy

1. Local Agency staff shall collect and record racial and ethnic participation data in the WIC Management Information System (MIS).

Procedures

1. Each applicant/participant shall be asked to self-identify by race and ethnic group.
 - 1.1. The interviewer shall inform the applicant that racial and ethnic data are collected for aggregate statistical purposes only and are not used to identify individuals.
 - 1.2. Applicants/participants have the option to refuse to self-identify without penalty.
 - 1.3. Local Agency staff shall not dispute race and ethnic information provided by applicants.
2. The State Agency shall ensure the following when collecting civil rights data:
 - 2.1 All racial/ethnic categories are collected and reported as part of the Program Participant Characteristics report
 - 2.2 Racial/ethnic data definitions are in accordance with OMB Directive 15 guidance.
 - 2.3 Participant characteristic data collected for the WIC MIS includes the number of persons who are certified to receive WIC benefits
 - 2.4 Clinic procedures are in place to ensure the data are collected accurately and stored securely (See Policy IS-4, Data Security).
 - 2.5 Data and records are accessible only to authorized personnel, in accordance with data release procedures (See Policy OM-16, Confidentiality and Privacy).