

# Maine Center for Disease Control and Prevention

## WIC Nutrition Program

Effective: October 1, 2012

Policy No. CR-3

Revised: August 1, 2016

### 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 shall be asked to self-identify race and ethnicity from the following options:
    - 1.2.1. Ethnicity
      - 1.2.1.1. Hispanic or Latino: a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
      - 1.2.1.2. Not Hispanic or Latino
    - 1.2.2. Race
      - 1.2.2.1. 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 attachment.
      - 1.2.2.2. Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.
      - 1.2.2.3. Black or African American: a person having origins in any of the original black racial groups of Africa.

- 1.2.2.4. Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- 1.2.2.5. White: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- 1.3. Applicants/participants have the option to refuse to self-identify without penalty.
  - 1.3.1. When an applicant does not provide self-identified racial and ethnicity data, the staff member shall, through visual observation, record the information as accurately as possible.
- 1.4. Local Agency staff shall not challenge or change 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).
  - 2.6 Data is permanently maintained in the WIC Management Information System.