

## **Instructions for Annual Collection of Ethnic Racial Data: CACFP At Risk Afterschool Programs**

On May 17th, 2021, USDA released [CACFP 11-2021, SFSP 07-2021 Collection of Race and Ethnicity Data by Visual Observation and Identification in the Child and Adult Care Food Program and Summer Food Service Program – Policy Recission](#). Racial and ethnic data is no longer to be collected by visual observation. Children must not be asked to identify their own race and ethnicity.

Programs operating CACFP are still required to collect racial and ethnic data for each site under its sponsorship each year. Instead of using visual observation, the following process should be used to collect annual racial and ethnic data:

**Use the National Center for Education Statistics website to estimate race/ethnicity on the area the site operates. Data can be found here:**

<https://nces.ed.gov/programs/edge/TableViewer/acsProfile/2019>

➤ **On the National Center for Education Statistics Website:**

1. Choose the most current dataset
2. Under “Select Geography”, choose the option for “school district”; choose the state of “Maine”; choose the school district which qualifies the At Risk Afterschool program site (see line 7 of corresponding site information sheet in CNP Web participation agreement for qualifying school in the district)
3. Under “Select Population Group”, choose the option for “Total Children”
4. Under the option for “Find Table”, choose the option for “Demographic” under the heading “Child Population”
5. Choose option “[CDP05] DEMOGRAPHIC”
6. The report can be downloaded as an Excel or Text file. Download and keep a copy with your CACFP records. You will be required to provide this report to state agency staff for each At Risk Afterschool site you operate during program administrative reviews.

The sponsor must retain racial and ethnic data for three years, plus the current year, and must safeguard this information to prevent its use for discriminatory purposes. Access to program records containing racial and ethnic data should be kept confidential and limited to authorized personnel.