DC Child and Adult Care Food Program (CACFP) Guidance
Civil Rights Data Collection Methods
This document explains how to complete each part of the site civil rights information section in the CACFP application. Annually, CACFP institutions must collect racial/ethnic data by category for each site and enter this data into the CACFP application. As a reminder, visual identification is not acceptable, nor should any individual collecting data inquire about a participant's ethnicity or race.

Actual Participants:
The preferred method of racial and ethnic data collection is self-identification and self-reporting which is collected via the Income Eligibility Statement (IES) or enrollment information. Institutions should explain the importance of this data to parents/guardians as they encourage them to self-report. If an institution is unable to validate civil rights data for a participant, then the participant should be counted in the unknown category.

Institutions can also obtain race and ethnicity data for CACFP by utilizing data from the United States Census Bureau or by pulling local school demographic information.

    School-Based Sites:
- Have the school provide the race and ethnicity percentages.
- Total the number of children at the site for that meal service.
- Apply the school's percentages to the number of children.

Ex: school has 20 percent Non-Hispanic (NH), 80 children are present during a site visit 80*.20 = 16 NH

    Community-Based Sites:
- Look at the US Census Bureau-American Community Survey-Demographics data to see the race and ethnicity percentages for the area in which the institution operates.
- Total the number of children at the site for that meal service.
- Apply the percentages from the Census demographics to the number of children at the site.

Ex: Area has 20 percent (NH), 80 children are present during a site visit 80*.20 = 16 NH

Eligible Population:
Institutions should determine the number of *potentially eligible participants* by racial/ethnic category for the area served. Look at the US Census Bureau-American Community Survey-Demographics data to see the race and ethnicity percentages for the area in which the institution operates.