

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: _____

Section 1 – Ethnicity	
<i>The sum of “Hispanic or Latino” and “Not Hispanic or Latino” categories must equal 100 percent of the applicants.</i>	Number of Enrolled Participants
Hispanic or Latino: 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.”	
Not Hispanic or Latino	

◀ *Continued on page 2* ▶

SFSP Civil Rights Beneficiary Data Collection Form

Section 2 – Race	
<i>The sum of all racial categories will be equal to or greater than 100 percent of the applicants.</i>	Number of Enrolled Participants
American Indian or Alaskan 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.	
Asian: 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.	
Black or African American: 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.”	
Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.	
White: 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: _____

Dates of sessions (list below):

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

SFSP Civil Rights Beneficiary Data Collection Form

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (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.

This institution is an equal opportunity provider.



For more information on the SFSP, visit the CSDE's [SFSP](#) website or contact Caroline Cooke at caroline.cooke@ct.gov or 860-807-2144, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/CivilRightsDataSFSP.pdf>.