CIVIL RIGHTS COMPLIANCE

School Food Authority: _____ School/Site: _____

Complete the sections below based on the ethnicity and race of students who are directly certified or who fall under the free, reduced or denied categories based on paper applications submitted to the SFA. **This form must be completed by October 15th of each school year and maintained on file.**

Method of Collection: USDA regulations state that "respect for individual dignity should guide the process and methods for collecting data on race and ethnicity". Therefore, self-identification or self-reporting is the preferred method of obtaining characteristic data.

☐ *Voluntary Self Identification ☐ Observation ☐ Personal Knowledge

Ethnicity:

- Divide the total enrollment into "Hispanic or Latino" and "Not Hispanic or Latino". Report and total the number of students in each category.

ETHNICITY	Enrollment	Free	Reduced Price	Denied
Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origins, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."				
Not Hispanic or Latino: Person who does not meet the description above.				
Total:				

Race:

- Report and total the number of students in each category. Remember that a student can be categorized as more than one race.
- The sum of these boxes must be equal to or greater than your school's total enrollment.
- Please note: **All students listed in the "ethnicity" section must also be included in one of the categories under "race". If the applicant declines to identify a race, the person recording may select a race based on visual observation.**

RACE	Enrollment	Free	Reduced Price	Denied
AMERICAN INDIAN OR ALASKAN NATIVE - *A person having origins in the original peoples of North, Central, or South America, and who maintains cultural identification through tribal affiliation or community recognition.*				
ASIAN - *A person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.*				
BLACK or African American - *A person having origin in any of the black racial groups of Africa.*				
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, North Africa or the Middle East.*				
Total:				

_____ _____

Name and Title of SFA Representative **School Nutrition Program Specialist**

_____ _____

Date **Date**