

<p style="text-align: center;">Texas WIC Health and Human Services Commission</p>

Effective September 1, 2019

Policy No. CR:09.0

Collection of Race and Ethnicity Data

Purpose

To ensure that race and ethnicity data is collected to be used by Food and Nutrition Service (FNS) to determine how effectively the Program is reaching minority groups and identify areas where additional outreach is needed. The state agency (SA) shall make use of such data for its internal civil rights monitoring.

Authority

USDA FNS Instructions 113-1 and its Appendix D; 7 CFR Part 246.8

Policy

The local agency (LA) staff shall, at the time of initial certification, collect the race and ethnicity category for each participant on the Program.

Procedures

- I. LAs shall ensure that actual participation data by category of women, infants and children and by race and ethnicity category is collected and entered into the participant page of the Management Information System.
- II. Ethnicity shall be collected first. Participants shall be recorded/reported in only one ethnic category, "Hispanic or Latino" and "Not Hispanic or Latino". See guidelines for definition of each category.
- III. Participants may be reported in one or more racial categories, including:
1) American Indian or Alaska Native, 2) Asian, 3) Black or African American, 4) Native Hawaiian or Other Pacific Islander and 5) White.
See guidelines for definition of each category.

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- IV. Self-identification by the participant at the time of initial certification is the preferred method of obtaining data. Participants shall be asked to self-identify their ethnicity and racial group only after it has been explained, and they understand, that the collection of this information is strictly for statistical reporting requirements and has no effect on the determination of their eligibility to participate in the program.
- V. If a participant chooses not to self-identify her/his ethnicity and/or racial group, the LA shall inform the applicant that a visual identification by an LA staff member must be used to determine the participant's racial and ethnicity categories. Selection of one race is acceptable when local agency staff performs visual identification.
- VI. Analysis of this data will be used by the United States Department of Agriculture (USDA) and the SA to monitor compliance with Federal civil rights laws, determine how effectively the Program is reaching minority groups, and identify areas where additional outreach is needed.

Guidelines

When assisting individuals with self-identifying their ethnic and racial categories, or performing a visual identification, the following information is used:

- I. ***Ethnicity: Hispanic or Latino.*** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."

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II. **Race:**

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 attachments.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, 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.

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, Middle East, or North Africa.