

## Section II: Local Agency Procedure Manual

### XI. Local Civil Rights

#### C. Collection of Race/Ethnicity Data

##### Purpose

To ensure race and ethnicity data is collected to be used by United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) to determine how effectively the Program is reaching minority groups and identify areas where additional outreach is needed. FNS may use this de-identified data for statistical purposes.

##### Policy

The local agency staff will collect participation data by race and ethnicity category for each participant on the Program at certification.

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##### 1. Collection

- Local agencies will ensure participation data by category of women, infants and children is recorded by race and ethnicity category.
- This information will be collected and entered into the Montana WIC automated system.

##### 2. Participants will be reported in one or more racial categories which include:

- American Indian or Alaskan Native - A person having origins in any of the original peoples of North, South, or 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, Southeastern Asian or 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.

##### 3. Participants will be reported in only one ethnic category which include:

- Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race can be used under the title of “Hispanic or Latino”.
- Non-Hispanic or Latino

##### 4. Self-identification

- At the time of certification, self-identification by the participant must be requested.
  - After racial and ethnicity groups have been explained, participants will be asked to self-identify their race and ethnicity.

- Local agency staff will notify participants that the collection of this information is strictly for statistical reporting requirements and does not affect program eligibility determination.

#### **5. Participant Chooses Not to Self-identify**

- Local agency staff will notify participants that choose not to self-identify that a visual identification will be used to determine the participant's racial and ethnicity categories.
  - Selection of one race is acceptable when local agency staff performs visual identification.

#### **6. Analysis**

- This data will be used by the United States Department of Agriculture (USDA) and the State WIC Office to monitor compliance with civil rights laws and to determine how effectively the Program is reaching minority groups.
  - Data may help identify areas where additional outreach is needed.
  - Data may help identify health disparities among WIC participants when reviewing statistical data