# SNP Memo #2022-2023-25


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: September 20, 2022

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: Guidance for Collecting Ethnic and Racial Data in the Child and Adult Care Food Program and Summer Food Service Program

The purpose of this memorandum is to provide guidance on the collection of ethnic and racial data to school food authorities (SFAs) and community organizations that participate in the At-Risk portion of the Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP).

### U.S. Department of Agriculture Memoranda

The U.S. Department of Agriculture, Food and Nutrition Service (USDA-FNS) regulations require CACFP and SFSP sponsors to collect annually, the ethnic and racial data of program participants. As per [*CACFP 11-2021, SFSP 07-2021 Collection of Race and Ethnicity Data by Visual Observation and Identification in the Child and Adult Care Food Program and Summer Food Service Program – Policy Rescission Memorandum*](https://fns-prod.azureedge.us/sites/default/files/resource-files/CACFP11_SFSP07os.pdf), this data may no longer be collected through visual observation. On June 13, 2022, the USDA-FNS provided guidance and updated best practices on collecting ethnic and racial data in the programs moving forward. This information was published in [*CACFP 09-2022, SFSP 05-2022 Questions and Answers Related to CACFP 11-2021, SFSP 07-2021 Collection of Race and Ethnicity Data by Visual Observation and Identification in the Child and Adult Care Food Program and Summer Food Service Program – Policy Rescission*](https://fns-prod.azureedge.us/sites/default/files/resource-files/CACFP09-2022_SFSP05-2022_Visual%20IDQA_os.pdf#page=3).

### Collection Guidance

When possible, ethnic and racial data should be collected from parents or guardians via verbal requests or enrollment forms. Parents or guardians should be made aware that providing this information is to ensure compliance with USDA nondiscrimination requirements and that a failure to provide this information does not affect participants’ eligibility to receive meals. Participant names are not required, as part of the collection requirement, and participants should never be asked to self-identify.

Aggregate data may be used when individual data cannot be collected. Aggregate data must be specific to the program’s locality. Examples of acceptable aggregate data sources include local school databases, [U.S. Census Quick facts](https://www.census.gov/quickfacts/fact/table/US/PST045221), and the [National Center for Education Statistics Common Core of Data](https://nces.ed.gov/ccd/schoolsearch/).

### Grace Period

The USDA-FNS is providing a grace period through December 31, 2022, for CACFP and SFSP sponsors to develop ethnic and racial data collection policies and procedures. During this period, the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) will issue technical assistance during administrative reviews for observations related to this data collection requirement. As of January 1, 2023, the VDOE-SNP will issue findings to sponsors that are out of compliance.

If you have questions, please contact your assigned School Nutrition Programs regional specialist or Child Nutrition Programs regional specialist.

SCC/MVP/rd