



Racial/Ethnic Participation Survey

Commodity Supplemental Food Program (CSFP)

CSFP Partner Agency: _____

Each year in April, CSFP regulations require racial/ethnic information to be collected from every participant who receives a senior box in the month, including participants on the waitlist who pick up a senior box. Participation data is collected during distribution for the month of April only. CSFP eligibility is not based on racial/ethnic identity. The purpose of this regulation is to evaluate the impact of CSFP on low-income populations served.

The report requires two points of data: the race and the ethnicity of participants. Participants identify their race and ethnicity on the CSFP application from the options listed below; they may identify themselves with two races.

RACE

American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or Pacific Islander
White

ETHNICITY

Hispanic/Latino
Non-Hispanic/Latino

If a client's race is not already listed on their application, there are two options to identify participants or a combination of the two can be used.

Option 1 – Visually Identify

Participants may be visually identified without having to identify themselves. First, a CSFP trained staff member takes note of the corresponding race. Second, if the participant is of Hispanic/Latino ethnicity, that is noted as well.

Option 2 – Self Identify

Participants may identify themselves. First, a CSFP trained staff member politely asks each participant which of the five race categories they identify themselves with and note the corresponding race. Second, ask the participant if they are of Hispanic/Latino ethnicity. If they are, note that as well.

After every participant who picked up a senior box is identified for race and ethnicity, total the number of people of each race. Then mark the total number of Hispanic/Latino ethnicity from each race.

IMPORTANT: the total number of participants by race must equal the total number of senior boxes distributed in April.

Please note that this data will be used for informational purposes only and does not affect CSFP eligibility. The purpose of this regulation is to evaluate the impact of CSFP on low-income populations served. All racial/ethnic information (example: separate sheets of paper used to tally data) should be properly disposed of after information is collected. Thank you so much for taking the time to complete the survey!

		TOTAL NUMBER OF PARTICIPANTS BY RACE	TOTAL HISPANIC/LATINO
PARTICIPANTS WHO MARKED ONLY ONE RACE	AMERICAN INDIAN OR ALASKA NATIVE	<input type="text"/>	<input type="text"/>
	ASIAN	<input type="text"/>	<input type="text"/>
	BLACK OR AFRICAN AMERICAN	<input type="text"/>	<input type="text"/>
	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	<input type="text"/>	<input type="text"/>
	WHITE	<input type="text"/>	<input type="text"/>
<hr/>			
PARTICIPANTS WHO MARKED TWO RACES	AMERICAN INDIAN OR ALASKA NATIVE AND WHITE	<input type="text"/>	<input type="text"/>
	ASIAN AND WHITE	<input type="text"/>	<input type="text"/>
	BLACK OR AFRICAN AMERICAN AND WHITE	<input type="text"/>	<input type="text"/>
	AMERICAN INDIAN OR ALASKA NATIVE AND BLACK OR AFRICAN AMERICAN	<input type="text"/>	<input type="text"/>
<hr/>			
	OTHER OR MULTIPLE RACES	<input type="text"/>	<input type="text"/>
<hr/>			
	TOTAL	<input type="text"/>	<input type="text"/>

If you have questions, please contact Meghan Ketner from the Regional Food Bank of Oklahoma at mketner@rfbo.org or (405) 600-3164.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.