

Subject: Treatment of Individuals

Item: Collection and Documentation of Ethnic and Racial Categories

PURPOSE:

To collect data regarding ethnicity and race from each applicant. The collection of ethnicity and racial data from WIC applicants is used by the USDA Food and Nutrition Services to determine how effectively the WIC Program is reaching minority groups and to identify where additional outreach is needed.

POLICY:

Local agency (LA) staff must collect ethnicity and race data for each applicant and document it in the WIC Web Information System Exchange (WIC WISE) at the initial certification appointment.

PROCEDURES:

- I. Collecting data at initial certification. LA staff must:
 - A. Explain to each applicant that the collection of the information is strictly for data collection purposes, and has no effect on the determination of their WIC eligibility.
 - B. Confirm with the applicant that they understand this explanation.
 - C. Collect the ethnic and racial categories of each applicant and properly record the data in WIC WISE.
 1. Face to Face. LA staff must:
 - a. Have each applicant self-identify their ethnicity by asking “Are you of Hispanic, Latino, or of Spanish origin?”
If the response is “yes,” LA staff must then ask if the applicant identifies with one or more of the following ethnic categories:
 - Mexican
 - Salvadoran
 - Guatemalan
 - Cuban
 - Puerto Rican
 - Other (Specify ethnicity.)

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b. Have each applicant self-identify their race by asking if the applicant identifies with one or more of the following racial categories:

- Asian

If the response is “yes,” LA staff must then ask if the applicant identifies with one or more of the following subracial categories:

- Asian Indian
- Cambodian
- Chinese
- Filipino
- Hmong
- Japanese
- Korean
- Laotian
- Thai
- Vietnamese
- Other (Specify race.)

- Native Hawaiian or Other Pacific Islander

If the response is “yes,” LA staff must then ask if the applicant identifies with one or more of the following subracial categories:

- Fijian
- Guamanian or Chamorro
- Native Hawaiian
- Samoan
- Tongan
- Other (Specify race.)

- American Indian or Alaska Native (for example: Navajo, Morongo, Yurok, Aleut, Mam, Yaqui, etc.)
- Black or African American
- White
- Other (Specify race.)

c. Document applicant’s response(s) in WIC WISE.

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2. Ethnicity and Racial Data Collection Form
 - a. LAs have the option of using the CDPH/WIC Ethnicity and Racial Data Collection form when collecting the required ethnic and racial data.
 - i. The form has both the ethnicity and racial questions, in addition to the explanation of why the collection of the data is necessary.
 - ii. Once the form is completed, LA staff must properly record the data in WIC WISE.
 - iii. Destroy any physical copies, or wipe clean any laminated copies, as they may contain sensitive and confidential information.
 3. Visual Assessment for reporting purposes
 - a. If the applicant is unwilling or unable to respond to the questions for any reason, LA staff must conduct a visual assessment, use their best judgement, and record the ethnicity and at least one racial category in WIC WISE.
 - b. LA staff must also check the “Staff Selected” box.
- D. LA staff must not “lead,” “second guess,” or in any way change or challenge a self-declaration made by the applicant as to their ethnic or racial category(ies).
- E. The applicant may identify with one or more racial categories, and LA staff must properly document each selection in WIC WISE.

AUTHORITY:

[7 CFR §246.8 Nondiscrimination](#)

FNS Instruction #113-1

[OMB Directive No. 15, OFNS Instruction 113-October 30, 1977](#)

[Government Code §8310.7](#)

CROSS REFERENCE:

WPPM 970-10 Glossary

WPPM 1000-40 Ethnicity and Race Job Aid