

## Collection of Racial and Ethnic Data

- I. To provide flexibility and ensure data quality, separate categories shall be used when collecting and reporting race and ethnicity. Ethnicity shall be collected first. Respondents shall be offered the option of selecting one or more racial designations. The minimum categories for data on race and ethnicity for Federal statistics, program administrative reporting and civil rights compliance reporting are defined by OMB as follows:
  - a. Ethnicity.
    - i. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."
    - ii. **Not Hispanic or Latino.**
  - b. Race.
    - i. **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 attachment.
    - ii. **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.
    - iii. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
    - iv. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
    - v. **White.** A person having origins in any of the original peoples of Europe, Middle East, or North Africa.
- II. Participants need to 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. Participants may be asked to self-identify their racial group only after it has been explained.
- III. Self-identification by the applicant/participant is the preferred method of obtaining characteristic data.

- a. For reporting purposes, a participant may be included in the group to which he or she indicates belonging or identifies with, or is regarded in the community as belonging.
- b. Where an applicant does not provide this information, the data collector shall through visual observation secure and record the information where possible.
- c. The data collector may not second-guess, change or challenge a self-declaration made by the applicant as to his or her race or ethnic background unless such declarations are patently false.