
320.30**Collecting Race and Ethnicity Data**

Introduction

The program participation data collected at the time of application includes racial identity and ethnicity. All data regarding racial identity and ethnicity is confidential. Access to this data is limited to authorized local and state WIC personnel.

Applicants self-identify

Applicants must be asked to identify their race and ethnicity.

Note: If an applicant does not self-identify, visual observation shall be used to collect the data.

Collecting information

Follow these steps to collect racial identity and ethnicity information.

Step	Action
1	Tell the applicant that information about racial identity and ethnicity is collected strictly for statistical purposes and has no effect on their eligibility for the WIC Program.
2	Ask the participant to identify all racial groups that apply and record their response in the data system.
3	Ask the participant to self-report their ethnicity and record their response in the data system.

Data storage and retention

The electronic participant records containing this data are subject to the record retention requirements described in Policy 300.30.

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