

**THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)
RACIAL/ ETHNIC GROUP PARTICIPATION**

AGENCY NAME _____ MONTH _____ YEAR _____

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	TOTAL
American Indian or Alaskan Native						
Asian						
Asian and White						
Black or African American						
Black or African American and White						
Hawaiian or Other Pacific Islander						
American Indian or Alaska Native and Black						
American Indian or Alaska Native and White						
White						
Hispanic or Latino						
Non Hispanic or Latino						
Other Racial Combinations						

Signature of person completing report _____ Date _____

The TEFAP Distributing Agency shall not discriminate in the operation of this USDA Program on the basis of any person's race, color, national origin, age, sex or disability.

If the racial/ethnic background of the individual is unknown, the intake worker will indicate his/her best judgement or may ask the person to volunteer this information. Whenever the question is asked, it should be made clear to the applicant that the information is voluntary and shall in no way affect the determination of his/her eligibility for or participation in the Program. Once the racial/ethnic information is established, it does not need to be revised at future case reviews unless the indicator is found to be in error.

This form is to be completed each week. Write the total number of clients served in the proper block (according to his/her race/ethnicity). At the end of each month, total the weekly amounts to determine the total number of clients served in each category.

Agencies will ensure that racial/ethnic participation data is collected and retained in the files for a period of three years. Data obtained will be made available during compliance reviews to the MS Department of Human Services Office of Food Distribution, MS Department of Human Services Office of Monitoring and the United States Department of Agriculture Officials. Only authorized personnel will have access to this data.

Use the following definitions for Race/Ethnicity:

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition (includes Aleuts and Eskimos).

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, the or the Indian Subcontinent including, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Phillipine Islands, Thailand and Vietnam.

Black or African American . A person having origins in the black racial groups of Africa including Haitian.

Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Hispanic or Latino. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."

White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.