

**Indiana WIC Program  
Indiana State Department of Health**

**Data Collection**

**Policy**

The local agency will collect racial and ethnic data of applicants for the purpose of measuring the effectiveness of reaching potentially eligible persons and identifying areas needing additional outreach.

**Authority**

FNS Instruction 113-1 Section 12-Data Collection and Reporting

**Procedure**

- I. Applicants will be asked to self-identify their racial and ethnic group at the initial certification. The information should not be questioned or changed.
- II. Staff must inform applicants that information is for statistical purposes only and does not affect program eligibility.
- III. If an applicant declines to self-identify a racial and ethnic group, visual identification by staff must be used to determine the applicant's racial/ethnic category. The applicant should be informed that a visual identification is being made and recorded in the INWIC.
- IV. The individual representing an applicant who meets the requirements for not being physically present in the clinic will be asked to self-declare the race and ethnicity of the applicant.