

**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.