



COLORADO

Department of Public
Health & Environment

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***** CDPHE-CACFP PROCEDURE MEMO CENTERS #15-26 *****
***** CDPHE-CACFP PROCEDURE MEMO FDCH #15-22 *****
***** CDPHE-CACFP PROCEDURE MEMO ADC #15-14 *****

DATE: August 31, 2015
MEMO CODE: CENTERS #1526-, FDCH #15-22, ADC #15-14
SUBJECT: FY 2015-2016 Colorado county population race and ethnicity Data
TO: Child and Adult Care Food Program institution representatives

The United States Department of Agriculture-Food and Nutrition Service-Mountain Plains Regional Office (USDA-FNS-MPRO), Special Nutrition Guidance for FNS Civil Rights Instruction 113-1 and the Department of Justice Regulation, 28 CFR Part 42, and 9 AR require State agencies operating Child Nutrition Programs, including the Child and Adult Care Food Program (CACFP), and participating institutions to obtain data by race and ethnicity for potentially eligible populations in their program service areas. This information is used to determine how effectively FNS programs are reaching potentially eligible persons and beneficiaries, and identify areas that need additional outreach.

Population Data:

The FNS Civil Rights Instruction 113-1 requires State agencies and participating institutions to maintain data by race and ethnicity for the potentially eligible population in each service delivery area or county. This data is derived from standard statistical sources such as reports issued by the U.S. Census Bureau of Vital Statistics or information gathered by other Federal and State Agencies.

To assist institutions in meeting this requirement, the Colorado Department of Public Health and Environment-Child and Adult Care Food Program (CDPHE-CACFP) obtained population race and ethnicity data for all Colorado counties for use by participating institutions. The CDPHE-CACFP used the 2010 decennial census to obtain this data, which is attached with this procedure memorandum.

In August of each year, as part of the annual recertification process, the CDPHE-CACFP will release the population data by county to all participating institutions. Institutions are required to review this information for awareness of the population data pertaining to service areas and retain this information for a period of 3 years. This record retention requirement for the population data will be assessed during the institution's compliance review conducted by the CDPHE-CACFP as part of civil rights compliance monitoring.

Please contact the CDPHE-CACFP office at (303) 692-2330 with questions.

