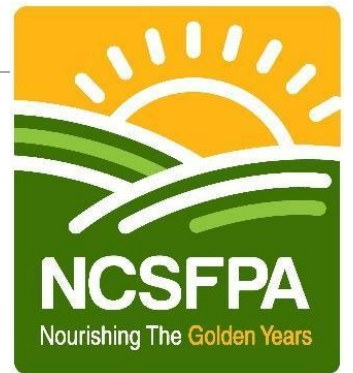


# Navigating the FNS-191

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NATIONAL CSFP ASSOCIATION



Welcome to today's  
NCSFPA Office Hour

Our topic today is...

Navigating the FNS-191!

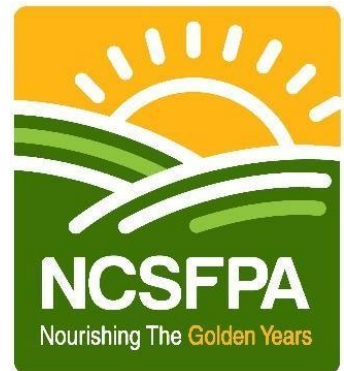


# Thank you for joining us!

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Please,

- ❖ Rename yourself and include your name and organization
- ❖ Put yourself on mute when others are speaking
- ❖ State your name, state, and organization when speaking
- ❖ Feel free to enter comments and questions in the chat



# What is the FNS-191?

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Use Form FNS-191, Racial or Ethnic Group Participation –Commodity Supplemental Food Program, to record and submit to FNS racial or ethnic participation data for CSFP households.

FNS-191 form will be prepared annually covering the month of April.

- **LOCAL AGENCIES** - Must submit the data to the State agency by the due date established by the State.
- **STATE AGENCIES** - Must determine that the data has been received from all local agencies. The data must be submitted to the appropriate FNS Regional Office by the 31st of July.

<https://www.fns.usda.gov/fns-instruction-113-1>

# Regulatory Requirements

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- “State agencies and local agencies or other subrecipients that operate FDPIR and CSFP must collect and maintain racial or ethnic data...”

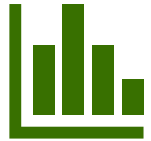


- “The State agency must establish a system for collecting and maintaining racial or ethnic participation data. Recording the racial or ethnic identification of applicants and participants may include the utilization of self-identification where a written application is required.”

<https://www.fns.usda.gov/fns-instruction-113-1>

# Data Collection

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- Applicants shall be assured that the information is required for and used for statistical purposes only and has no effect on eligibility criteria



- Data should be collected at the point of application



- If an applicant/parent does not consent to the self-identification method, the caseworker will, otherwise determine the applicant's race or ethnicity based on established policy and procedure and mark applicable category.

# Race and Ethnic Categories -Two Question Format

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## 1. Ethnicity

- Hispanic or Latino*
- Not Hispanic or Latino*

## 2. Race (one or more of the following)

- American Indian or Alaska Native*
- Asian*
- Black or African American*
- Native Hawaiian or Other Pacific Islander*
- White*

# FNS-191 form

PARTICIPANTS FOR THE MONTH OF APRIL

		<u>COLUMN A</u>	<u>COLUMN B</u>
		TOTAL NUMBER OF PARTICIPANTS BY RACE	NUMBER OF HISPANIC OR LATINO PARTICIPANTS REPORTED IN COLUMN A BY RACE
PARTICIPANTS WHO MARKED <u>ONLY ONE RACE</u>	5. AMERICAN INDIAN OR ALASKA NATIVE	<input type="text"/>	<input type="text"/>
	6. ASIAN	<input type="text"/>	<input type="text"/>
	7. BLACK OR AFRICAN AMERICAN	<input type="text"/>	<input type="text"/>
	8. NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	<input type="text"/>	<input type="text"/>
	9. WHITE	<input type="text"/>	<input type="text"/>
PARTICIPANTS WHO MARKED <u>TWO RACES</u>	10. AMERICAN INDIAN OR ALASKA NATIVE AND WHITE	<input type="text"/>	<input type="text"/>
	11. ASIAN AND WHITE	<input type="text"/>	<input type="text"/>
	12. BLACK OR AFRICAN AMERICAN AND WHITE	<input type="text"/>	<input type="text"/>
	13. AMERICAN INDIAN OR ALASKA NATIVE AND BLACK OR AFRICAN AMERICAN	<input type="text"/>	<input type="text"/>
	14. BALANCE REPORTING MORE THAN ONE RACE	<input type="text"/>	<input type="text"/>
	15. TOTAL (ADD ITEMS 5 THRU 14)	<input type="text"/>	<input type="text"/>

Items 5-15 Report for each racial group the number of participants who received program commodities in April.

For purposes of this form, "Hispanic or Latino" is an ethnic group, not a race.

In Column A, report the total number of participants by race, including individuals of Hispanic or Latino origin.

In Column B, report only participants of Hispanic or Latino origin by race.

The form is requesting separate counts for participants who chose only one race and those who chose more than one race.

For item 14, report the total number of participants who chose racial combinations that are *not included* in items 10 through 13.



# Example – The Greater Boston Food Bank

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- GBFB operates a paperless CSFP program
  - All application information is entered directly into Oasis.
  - Clients e-sign their applications.
- Clients are asked the two questions at intake.
  - Categories are displayed at intake/distribution sites along with Rights & Responsibilities, income guidelines, and Justice for All poster, etc.
  - Clients can select one or more ethnicity.
  - Answers are recorded in Oasis.
- In May, GBFB runs a report in Oasis which compiles the data.
- GBFB reviews data and sends to Mass. Dept. of Elementary & Secondary Education for submission to FNS Regional Office.

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## CSFP: Are You Of Hispanic, Latino Or Spanish Origin?

- Yes
  - No
- 

## CSFP: What Is Your Ethnicity?

- American Indian Or Alaskan Native
  - American Indian Or Alaskan Native & White
  - American Indian Or Alaskan Native & Black Or African American
  - Asian
  - Asian & White
  - Black Or African American
  - Black Or African American & White
  - Native Hawaiian Or Other Pacific Islander
  - White
-

# Best Practices

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1. Ensure data collection is complete and accurate during initial application.



2. Have a plan – use excel or software like Oasis or Link2Feed to easily pull and compile data.



3. Before submitting to state agency, double check that the total # of participants by race = the total number of participants for April

Questions?

