Instructions:

Collect ethnicity and race data at initial certification.

Refer to WPPM 510-50 for more information on how to document ethnicity and race.

Reporting Ethnicity and Race Choices:
- Avoid "leading" the applicant to choose a certain ethnicity or race.
- Do not "second guess," change, or challenge an ethnicity or race choice made by the applicant.

Sample Script:
1. The WIC Program is required by the USDA to ask you questions about your ethnicity and race. Your answers will be used for data collection purposes only. This will not affect your eligibility for the WIC Program.
2. What questions do you have before I begin?
3. The first question is about ethnicity. Are you / your baby / your child of Hispanic, Latino or Spanish Origin?

Ethnicity	Action
Hispanic, Latino or Spanish Origin	• If **no** - click the **No** button and continue to step 4. • If **yes** - click the **Yes** button and additional checkboxes will display. Ask: "Are you one or more of the following ethnic categories? Please respond 'yes' or 'no' to each option." Read each option individually and check the box next to each **yes** response made by applicant. • If **Other Hispanic, Latino or Spanish Origin** - a fillable box will display. Type the applicant's response.

4. Next, I will read the names of several race categories. Please answer yes or no for each one. You may choose as many as you want.
   [Note: Ask each race category one at a time and record the answer.]

Are you / your baby / your child…..

Race	Action
Asian	- If **yes** - read all of the Asian options and check all selections that the applicant responds yes to, then go to the next race category. - If **no** - skip to the next race category. - If **Other Asian** - a fillable box will display. Type the applicant's response.
Native Hawaiian or Pacific Islander	- If **yes** - read all of the Native Hawaiian or Pacific Islander options and check all selections that the applicant responds yes to, then go to the next race category. - If **no** - skip to the next race category. - If **Other Pacific Islander** - a fillable box will display. Type the applicant's response.
American Indian or Alaska Native (For example: Aleut, Mam, Morongo, Navajo, Yaqui, Yurok, etc.)	Read information in parentheses for clarification as needed.
Black or African American White Other	- Read each option and check all selections that applicant responds yes to. - If **Other** - a fillable box will display. Type the applicant's response.

"Staff Selected" Box	If the applicant is unwilling or unable to respond to the questions for any reason, conduct a visual assessment and record the ethnicity and at least one race category, **and** check the **Staff Selected** box.