

B Data Collection



FAA collects ethnicity and race data for federal reporting.

Policy

Federal regulations require FAA to collect ethnicity and race data about all participants.

This data collection ensures that the program benefits are distributed without regard to race, color, or national origin.

When applying for benefits, **all** of the following are applicable to the collection of ethnicity and race information:

- Participants provided this information voluntarily.
- Neither eligibility nor the level of benefits is affected by this information.

FAA uses federal statistic standards to collect ethnicity and race data, including **all** of the following:

- Ethnicity consists of **any** of the following:
 - Hispanic, Latino, or Spanish descent
 - Not of Hispanic, Latino, or Spanish descent
- Race, which includes **any** of the following:
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Hawaiian or Other Pacific Islander
 - White/Caucasian

Procedures

During the interview, when the [primary informant\(g\)](#) did not include ethnicity and race information, ask the primary informant for the data for each participant.

NOTE While ethnicity and racial information are not mandatory, make every effort to identify each participant's race and ethnicity.

The keying of ethnicity in AZTECS only applies to Hispanic backgrounds, including **all** of the following:

- Mexican, Mexican American, Chicano, or Chicana
- Puerto Rican
- Cuban

- Another Hispanic, Latino, Latina, or Spanish origin

When possible, identify the ethnicity or the race of a participant when **all** of the following apply:

- The participant did not select ethnicity or race on the application
- The participant refuses to identify an ethnicity or race during the interview

Consider the race of a participant as undetermined, when **all** of the following apply:

- The participant did not select an ethnicity or race on the application
- The participant refuses to identify an ethnicity or race during the interview
- The worker is unable to identify an ethnicity or race

NOTE For an unborn baby, ethnicity is not required. Use the race of the parent.

Verification

Verification of ethnicity and race is based on a participant's statement.

AZTECS Procedures

Ethnicity must be keyed for each participant. On RARE, complete the ETHNICITY HI field next to each participant with **one** of the following:

- Key Y in the ETHNICITY HI field when a participant is of Hispanic, Latino, or Spanish descent.
- Key N in the ETHNICITY HI field when a participant is not of Hispanic, Latino, or Spanish descent.

NOTE Key N in the ETHNICITY HI field when a participant refuses to provide ethnicity

Key Y next to each participant's name under the appropriate race code listed on RARE. Select **one or more** of the race codes:

- AI – American Indian or Alaskan Native
- AS – Asian, Indian, Chinese, Japanese, Vietnamese, Korean
- BL - Black or African American
- NH – Native Hawaiian, Pacific Islander, Filipino, Guamanian, or Chamorro
- WH - White/Caucasian
- UD - Unable to determine

NOTE When Y has already been keyed in one or more of the RACE fields, do not key Y in the UD RACE field.

When Y is keyed in the AI RACE field, complete **all** of the following:

- Key the applicable Tribal Code in the TRIBE field when the participant is enrolled in a federally recognized tribe in Arizona.

- Key IO in the TRIBE field when the participant is enrolled in a federally recognized tribe outside Arizona.

NOTE See the [federally recognized tribe \(PDF\)](#) to determine whether a tribe is federally recognized.

- When known, key the participant's tribal census or enrollment number in the TRIBAL CENSUS # field.

NOTE When the TRIBAL CENSUS # field is unknown, a warning displays. Press ENTER again to go to the next screen.

See [Tribal TANF Assistance Programs](#) for the requirements for Tribal TANF Programs in effect in Arizona.

Examples

- 1) Examples of unacceptable behavior that could be subject to disciplinary action including suspension, dismissal, and prosecution include, and are not limited to, **any** of the following:

- Processing your co-worker's adult child's benefit determination after the case was given to you by that co-worker.
- Checking your roommate's AZTECS case because you know that the previous worker must have made a mistake. After all, your roommate makes much less than the income limit.
- When you go out to the lobby, pick up your cousin's verification, and deliver it to your co-worker so that your cousin doesn't need to stand in line.
- Calling a co-worker and asking them to put your mother's case to the top of their cases to work today.
- Calling the local office using a number that is not available to the public to ask that they call your brother who cannot get through the telephone system.
- Your neighbor comes over to the house the night before to bring you their verification. You then bring it into the office the next morning and give it to your co-worker.
- Checking on the status of your friend's case when they call because their worker is not calling them back.
- Printing a copy of your girlfriend's birth certificate from OnBase for her because she cannot find her copy.
- Looking up the telephone number of your friend in AZTECS because the one that you have is no longer in service.
- Looking up your brother's ex-wife's case to find out how much child support your brother is paying her.
- Asking your co-worker to look up your brother's ex-wife's case to find out how much child support your brother is paying her.

- Looking up the address and phone number of your ex-boyfriend's new girlfriend to tell her to stay away from your ex-boyfriend.

Legal Authorities

7 CFR 272.6(g)

R6-12-304

[Prior Policy](#)

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