

FNS Food Distribution Programs Burden Hour Estimates

Sec. of Regs.	Title	Form No.	Est. No. of Respondents	No. of Reports Filed Annually	Total Annual Responses	Est. No. Manhours Per Response	Est. Total Manhours	
Part 240 Reporting	Cash in Lieu of Donated Foods Regulations							
240.4	Cash In Lieu of Donated Foods for Nonresidential Child and Adult Care Institutions	FNS-44	Burden Contained in Docket #0584-0078					
240.5	Cash In Lieu of Donated Foods for Commodity Schools	FNS-10	Burden Contained in Docket #0584-0002					
240.6	Funds for SAs That Have Phased Out Facilities	FNS-10	Burden Contained in Docket #0584-0002					
Part 240	Reporting Subtotal		None in this docket					

Sec. of Regs.	Title	Form No.	Est. No. of Recordkeepers	No. of Annual Records Per Recordkeeper	Total No. Records Filed Annually	Est. No. Manhours Per Record	Est. Total Recordkeeping Manhours
Part 240 Record keeping	Cash in Lieu of Donated Foods Regulations						
240.4	Cash In Lieu of Donated Foods for Nonresidential Child Care Institutions		15,222	12	182,664	0.25	45,666
240.5	Cash In Lieu of Donated Foods for Commodity Schools		3	12	36	0.25	9
240.6	Funds for States That Have Phased Out Facilities		437	12	5,244	0.25	1,311
TOTAL PART 240	Recordkeeping Subtotal		15,662		187,944		46,986
	Reporting Subtotal		0		0		0
	Total Recordkeeping/Reporting		15,662		187,944		46,986

Sec. of Regs.	Title	Form No.	Est. No. of Respondents	No. of Reports Filed Annually	Total Annual Responses	Est. No. Manhours Per Response	Est. Total Manhours
Part 247 Reporting	Commodity Supplemental Food Program Regulations						
247.4(a)(1) & (b)	Federal/State Agreements	FNS-74	Burden Contained in Docket #0584-0067				
247.4(a)(2) & (b) & (c)	State/Local Agreements		50	1	50	2	100
247.6(a-c)	State Plan		1	1	1	50	50
247.6(d)	State Plan Amendments		35	1	35	5	175
247.7(a)	Applications of Local Agencies		30	1	30	2	60
247.8 & 247.16(a)	Applications/Recertifications		70	14,872.43	1,041,070	0.28	291,500
247.19(a)	Agreement to Prevent Dual Participation		60	1	60	1	60
247.23(b)	State Provision of Administrative Funds		20	0.25	5	150	750
247.26	Closeout Procedures		20	1	20	8	160
247.29(a) & (b)(2)(ii)	Receipt, Disposal, and Inventory of Donated Foods	FNS-153	20	12	240	6.3	1,512
247.29(a) & (b)(3)	Civil Rights Participation Data	FNS-191	Burden Contained In Docket # 0584-0025				
247.31(c)	Audit Responses		20	4	80	40	3,200
247.34	Management Reviews		72	1	72	8	576
Part 247 Reporting Subtotal			398		1,041,663		298,143

Sec. of Regs.	Title	Form No.	Est. No. of Recordkeepers	No. of Annual Records Per Recordkeeper	Total No. Records Filed Annually	Est. No. Manhours Per Record	Est. Total Recordkeeping Manhours
Part 247 Record keeping	Commodity Supplemental Food Program Regulations						
247.22	Record of Use of Funds		20	12	240	0.05	12
247.28(b)	Records of Receipt, Disposal & Inventory of Donated Foods		60	12	720	0.05	36
247.29(a)	Records of Fair Hearing Proceedings		60	12	720	0.05	36
247.30(d)(3)	Records of Participant Claims		500	1	500	0.08	40
PART 247	Recordkeeping Subtotal		640		2,180		124
	Reporting Subtotal		398		1,041,663		298,143
	Total Recordkeeping/Reporting		1,038		1,043,843		298,267

Sec. of Regs.	Title	Form No.	Est. No. of Respondents	No. of Reports Filed Annually	Total Annual Responses	Est. No. Manhours Per Response	Est. Total Manhours
Part 250 Reporting	General Food Distribution Program Regulations						
250.10(b) & 250.12(a)	USDA Agreements with Private Agencies/Distributing Agencies	FNS-74	Burden Contained in Docket #0584-0067				
250.12(b)	Distributing Agency Agreements with Recipient Agencies		11,211	0.25	2,802.75	0.2	561
250.12(e) & 250.14(d)	Storage Facility Agreements		250	0.25	62.5	0.33	21
250.12(f) & 250.30(b)	Processing Agreements With FNS/Distributing Agencies/Recipient Agencies		50	7.7	385	0.636	245
250.13(i)	Notification of Suspected Embezzlement, Misuse, Theft, etc.		57	1	57	0.33	19
250.14(a)(2)	Noncommercial Warehouse Evaluation		6	1	6	30	180
250.14(a) (4) (iv)	Cost Comparison of Existing Warehouse System with Commercial System		6	1	6	10	60
250.14(e)	Distributing Agency's Physical Inventory Report		97	1	97	2	194
250.14(f)	Recipient Agency Excessive Inventories		20	1	20	0.33	7
250.15(a)	Distribution Charges		97	1	97	2	194
250.15(f) (4)	Excess Funds Justification		5	1	5	0.33	2
250.17(b) & 250.30(o)	Quarterly Processing Inventory Reports		Removed				

Sec. of Regs.	Title	Form No.	Est. No. of Respondents	No. of Reports Filed Annually	Total Annual Responses	Est. No. Manhours Per Response	Est. Total Manhours
Part 250 Reporting (cont'd)	General Food Distribution Program Regulations						
250.18(c)	Audits for DAs/RAs/Processors		50	1.7	85	2	170
250.19(b)	Distributing Agency's Management Evaluation System		97	1	97	0.33	32
250.22	Reporting Irregularities Found Through Complaints		78	20	1,560	0.33	515
50.30(l)	Processing Contract Preparation Approval and Submission to FNS		Removed				
250.30(s)	Processing Manual		Removed				
250.36(b)	End Product Sales and Crediting Value of Donated Foods		2,350	3	7,050	0.2	1,410
250.37(c) & 250.30(m)	Monthly Processor's Performance Reports		50	207	10,350	1	10,350
250.41(a)	Reporting Number of Needy Persons Served by Charitable Institutions		54	1	54	2	108
250.43(a) & 250.44 (a)	EFO Application to State in Disasters and Situations of Distress		1,000	1	1,000	0.02	20
250.43(g)	State Request to Replace Commodities for Disaster Feeding		Less than 10 per year				
250.54	Contract Provisions Between RAs and Food Service Management Companies		1,765	1	1765	1	1765
					0		
250.69(a) & 250.70(a)	Emergency Organization Feeding Application to State for Disasters and Situations of Distress		500	1	500	0.02	10
250.69(g)	State Written Request for Replacement		10	1	10	1	10

Sec. of Regs.	Title	Form No.	Est. No. of Respondents	No. of Reports Filed Annually	Total Annual Responses	Est. No. Manhours Per Response	Est. Total Manhours
Part 250 Reporting (Approved Forms)	General Food Distribution Program Regulations						
250.12(a)& 250.42(c)	Distributing Agency Agreements/AoA Agreement for Cash In Lieu of Commodities	FNS-74	Burden Contained in Docket #0584-0067				
250.13(a)(6)	Destination Data for Delivery of Donated Foods	FNS-7	180	7	1,260	0.5	630
250.13(f)	Report of Shipment Received, Over, Short and /or Damaged	FNS-57	4,248	1	4,248	0.08	340
250.13(k) & 250.17(d)	Commodity Acceptability Reports	FNS-663	252	1	252	50	12,600
250.17(a)	Commodity Inventory Report	FNS-155	80	2	160	0.25	40
250.17(e)	Other Reporting:						
	Food Requisition Form	FNS-52	81	112	9,072	2	18,144
	State Option Contract Program	N/A	20	3	60	2	120
	Multi-Commodity Food Requisition	FNS-53	175	12	2,100	2	4,200
250.30(m)	Processor's Monthly Performance Reports and Inventory Reports	FNS-519A FNS-519B	Removed				
250.43(f)	State Summary Report Following Disaster Termination	FNS-292	Burden Contained in Docket # 0584-0037				
250.58	Ordering Donated Foods and Their Provision to School Food Authorities	FNS-52	81	642	52002	0.008	416
250.69(f)	State Report of Commodities Distributed for Disaster Relief	FNS-292	Burden Contained in Docket # 0584-0037				
Part 250	Reporting Subtotal		22,870		95,163		52,363

Sec. of Regs.	Title	Form No.	Est. No. of Recordkeepers	No. of Annual Records Per Recordkeeper	Total No. Records Filed Annually	Est. No. Manhours Per Record	Est. Total Recordkeeping Manhours
Part 250 Record keeping	General Food Distribution Program Regulations						
250.10(b) & 250.12(a)	USDA Agreements with Private Agencies/Distributing Agencies	FNS-74	Burden Contained in Docket #0584-0067				
250.12(b)	Distributing Agency Agreements with Recipient Agencies		11,211	1	11,211	0.08	897
250.12(e) & 250.14(d)	Storage Facility Agreements		250	1	250	0.08	20
250.12(f) & 250.30(c)	Processing Agreements With Distributing Agencies/Recipient Agencies		50	7.7	385	0.08	31
250.13(a)(1)(v)	Distributing Agency Documentation for the Transfer of Donated Foods		97	1	97	0.08	8
250.13(a)(5)	Distributing Agency Documentation of Method Used to Determine Commodity Value		68	1	68	0.08	5
250.14(c)	Storage Facility Reviews		97	1	97	0.08	8
250.14(e)	Physical Inventory Records		97	1	97	0.08	8
250.15(f)	Segregation of Operating Funds		105,000	1	105,000	0.08	8,400
250.16 & 250.30 & 250.37(e) & (f)	Maintenance of Records/Types of Processing Agreements/Records of Processor Performance		115,000	1	115,000	0.08	9,200
250.18(b)	Processor CPA Audits		50	1.7	85	0.33	28
250.19(b)	Maintain Management Evaluation & Review Records		88	1	88	0.33	29

Sec. of Regs.	Title	Form No.	Est. No. of Recordkeepers	No. of Annual Records Per Recordkeeper	Total No. Records Filed Annually	Est. No. Manhours Per Record	Est. Total Recordkeeping Manhours
Part 250 Record keeping (cont'd)	General Food Distribution Program Regulations						
250.22	Distributing Agency Complaint Records		97	1	97	0.33	32
250.30(c)(4)	Recordkeeping Requirements for All Processors		57	1	57	0.5	29
250.55	RA Recordkeeping and Reviews of Food Service Management Companies		1,765	1	1765	0.25	441.25
250.64(f)	Records and Reports in the Pacific Islands		88	1	88	2	176
250.67(a)(2)(ii)	Correctional Institutions		300	1	300	0.08	24
250.69(a) & 250.70(a)	Records for Disaster Organizations Maintain Applications		1,000	1	1000	0.02	20
Part 250	Recordkeeping Subtotal		235,315		235,685		19,356
	Reporting Subtotal		22,870		95,164		52,363
	Total Recordkeeping/Reporting		258,185		330,849		71,719

Sec. of Regs.	Title	Form No.	Est. No. of Respondents	No. of Reports Filed Annually	Total Annual Responses	Est. No. Manhours Per Response	Est. Total Manhours
Part 251 Reporting	The Emergency Food Assistance Program Regulations						
251.2(c) & 251.5(a)	Federal-State Agreements and State Agency -Eligible Recipient Agency Agreements	FNS-74	Burden Contained in Docket #0584-0067				
251.4(g)	Availability and Control of Commodities		56	1	56	2	112
251.4(j)	Inter Agency Agreements		2	1	2	0.5	1
251.4(l)	Commodity Losses and Claims		100	1	100	8	800
251.6(b)	State Agency Distribution Plan		56	0.25	14	19	266
251.9(e) & 251.10(d) (1)	Report of State Administrative Cost Matching Requirements	FNS-667	55	5	275	3.5	963
251.10(e)	Monitoring Eligible Recipient Agencies		56	1	56	2	112
Part 251	Reporting Subtotal		325		503		2,254

Sec. of Regs.	Title	Form No.	Est. No. of Recordkeepers	No. of Annual Records Per Recordkeeper	Total No. Records Filed Annually	Est. No. Manhours Per Record	Est. Total Recordkeeping Manhours
Part 251 Record keeping	The Emergency Food Assistance Program Regulations						
251.2(c)(1)	Federal-State Agreements		56	1	56	0.08	4
251.2(c)(2) & 251.5(a)	State Agency-Eligible Recipient Agency Agreements		1,600	1	1,600	0.08	128
251.4(g)	Documentation of Transfer of Section 32 Commodities		56	1	56	0.33	18
251.4(h)	Inter-Agency Agreements		2	1	2	0.08	0
251.4(l)(5)	Claims and Adjustments		56	1	56	2	112
251.10(a)(1)	Receipt, Disposal, and Inventory of Commodities		56	1	56	5.67	318
251.10(a)(2)	Funds Paid to Eligible Recipient Agencies for Storage and Distribution		56	1	56	0.33	18
251.10(a)(3)	Eligibility Determination and Collection of Participating Household Information		1,600	1	1,600	419.9	671,840
Part 251	Recordkeeping Subtotal		3,482		3,482		672,438
	Reporting Subtotal		325		503		2,254
	Total Recordkeeping/Reporting		3,807		3,985		674,692

Sec. of Regs.	Title	Form No.	Est. No. of Respondents	No. of Reports Filed Annually	Total Annual Responses	Est. No. Manhours Per Response	Est. Total Manhours
Parts 253 & 254 Reporting	Food Dist. Pgm. on Indian Reservations Regulations /Food Dist. Pgm. for Indian Households in Oklahoma Regulations						
253.5(a) & 254.3(a)	Plans of Operation		97	0.25	24.25	3	72
253.7 & 254.3(a)	Certification of Household to Participate		4,567	1	4,567	0.51	2,329
253.3(c)	Prime Vendor Pilot		23	1	23	1	23
253.8(b) & 254.3(a)	Commodity Inventories	FNS-152	97	12	1,164	2.5	2,910
253.8(f) & 254.3(a)	Damaged, or Out of Condition Commodities	FNS-57	150	1	150	0.25	38
Parts 253 & 254	Reporting Subtotal		4,934		5,928		5,372

Sec. of Regs.	Title	Form No.	Est. No. of Recordkeepers	No. of Annual Records Per Recordkeeper	Total No. Records Filed Annually	Est. No. Manhours Per Record	Est. Total Recordkeeping Manhours
Parts 253 & 254 Record keeping	Food Dist. Pgm. on Indian Reservations Regulations /Food Dist. Pgm. for Indian Households in Oklahoma Regulations						
253.5(h) & 254.3(a)	Records and Reports:						
	Plans of Operation		97	1	97	0.08	8
	Household Applications		80,000	1	80,000	0.08	6,400
	Reporting Changes		4,500	1	4,500	0.08	360
	Disposal of Out of Condition Commodities		25	1	25	0.08	2
	ITO Applications		97	1	97	0.08	8
	Commodity Inventories		1,164	1	1,164	0.08	93
	Damaged or Out of Condition Commodities		150	1	150	0.08	12
	Financial Status Reports		388	1	388	0.08	31
253.5(i) & 254.3(a)	Monitoring and Review of Program Operations		97	1	97	2	194
253.5(j) & 254.3(a)	Investigations and Complaints		97	1	97	3	291
253.7(h) & 254.3(a)	Fair Hearings		97	1	97	0.25	24
253.11(b) & 254.3(a)	Management of Administration Funds		97	1	97	0.5	49
Parts 253 & 254	Recordkeeping Subtotal		86,809		86,809		7,472
	Reporting Subtotal		4,934		5,928		5,372
	Total Recordkeeping/Reporting		91,743		92,737		12,844

FNS Food Distribution Program Burden Hours Aggregate Total						
			Est. No. Respondents/ Recordkeepers		Annual Responses/ Records	Est. Total Manhours
Part 240	Cash in Lieu of Donated Foods Regulations		15,662		187,944	46,986
Part 247	Commodity Supplemental Food Program Regulations		1,038		1,043,843	298,267
Part 250	General Food Distribution Program Regulations		258,185		330,849	71,719
Part 251	The Emergency Food Assistance Regulations		3,807		3,985	674,692
Parts 253 & 254	Food Dist. Pgm. on Indian Reservations Food Dist. Pgm. for Indian Households in Oklahoma	/	91,743		92,737	12,844
	Grand Total		370,435		1,659,358	1,104,508