

SFMNP Reporting and Recordkeeping Requirements

Regulation Section	Title	Estimated No. of Respondents	Reports Filed Annually	Total Annual Responses	Estimated Hrs/ Response	Annual Burden Hrs
Reporting						
249.3(e)	Local Agency Applications	470	1	470	2	940
249.4	State Plan	47	1	47	40	1,880
249.10 (a)	Selection of authorized Outlets (Farmers/ Markets/Roadside Stands/CSAs)	3,049	1	3,049	1	3,049
249.10(e)	Monitoring/review of outlets	47	6.48	305	1.5	458
249.10(f)	Coupon/CSA management system	47	1	47	5	235
249.10(h)	Coupon reconciliation	47	1	47	3	141
249.11	Financial management system	47	1	47	10	470
249.12	Prior Approval for costs per 7 CFR 3016.22	5	1	5	160	800
249.17(b)(2)	State agency corrective action plans	12	1	12	10	120
249.18(b)	Audit responses	12	1	12	15	180
249.23(a)	Certification data for seniors	470	17,021	800,000	0.25	200,000
249.23(b)	Financial/recipient reports	47	1	47	40	1,880
Subtotal	(Reporting Requirements)	4,300	1	804,088	0.26	210,153
Recordkeeping						
249.9	Nutrition education	470	17,021	800,000	0.25	200,000
249.10(b)	Authorized outlet agreements	47	1	47	2	94
249.10(e)	Summary of authorized outlet monitoring	47	1	47	2	94
249.11	Record of financial expenditures	47	1	47	2	94
249.16(a)	Fair hearings	47	1	47	1	47
249.23(a)	Record of program operations	47	1	47	40	1,880
Subtotal	(Recordkeeping Requirements)	705	1	800,235	0.25	202,209
Total	(Reporting + Recordkeeping Reqmts)	5,005	1	1,604,323	0.26	412,362