

**USDA**  
**Food and Nutrition Services**  
**#0584-0041**  
**Summer Food Service Program Claim for Reimbursement**

**Supporting Statement for Paperwork Reduction Act Submissions**

**1. Explain the circumstances that make the collection of information necessary.**

To fulfill the reimbursement requirements set forth in Code of Federal Regulations (CFR) 7, Chapter IT, Subchapter A, Parts 225.6, 225.9, 225.10, and 225.15 of the Summer Food Service Program (SFSP) Regulation issued by the Secretary of Agriculture. The number of meals served and the operating and administrative cost data must be collected on the FNS-143, Claim for Reimbursement, to determine the reimbursement entitlement for SFSP sponsoring organizations in the Regional Office Administered Program (ROAPs) in Virginia.

**2. Indicate how, by whom, and for what purpose the information is to be used.**

The claim form is used to collect meal and cost data from sponsors in order to determine the reimbursement entitlement for meals served. The claim form is either sent to the Child Nutrition Payments Center at the Food and Nutrition Service Mid-Atlantic Regional Office where it is entered into a computerized reimbursement payment system, or sponsoring organizations can submit the form on-line directly into the payment system via Internet. It is processed through the system to compute earnings to date, to generate data on the amount of meals served to date, and to generate payments from the amount of earnings in excess of prior advance and claim payments. If the information was not collected on the claim form, the sponsor could not receive reimbursement.

Note on recordkeeping burden: The sponsors, being the record keepers in this instance, are required to keep a copy of the FNS-143 for their records. They must also keep copies of all the invoices related to the costs incurred to serve meals. The invoices are required to substantiate all claims made on the FNS-143, and to have complete records available for audit purposes.

**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques, or other forms of information technology.**

In compliance with the E-Government Act, the Food and Nutrition Service has provided for electronic submission of Form FNS-143 data. The system allows program sponsors to directly enter claims via the Internet and eliminates the need for data entry by FNS employees. Sponsors will get immediate on-line feedback about their payment or data errors that need to be corrected before their claim can be processed. This is the preferred method of collection.

Alternatively, information is collected in a manual format from sponsors and then is manually entered into the Child Nutrition Payments Center payments system at the FNS Mid-Atlantic Regional Office. All payments are made by electronic funds transfer.

**4. Describe efforts to identify duplication.**

Our programs are the only ones collecting this data; therefore, no duplication exists.

**5. Impact on businesses or other small entities.**

Forms have been simplified to clearly identify data elements and to collect only required data, therefore minimizing burden on small entities.

**6. Consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently.**

If this information was not collected or was collected less frequently, sponsoring organizations would not receive monthly reimbursement, and the Agency would lose some amount of program accountability.

**7. Circumstances that would cause an information collection to be conducted in a manner that is inconsistent with 5 CFR 1320.6**

No special circumstances are involved that would require the collection to be conducted in a manner inconsistent with the guidelines in 5 CFR 1320.6

**8. Provide a copy and identify the date and page number of publication in the Federal Register. Summarize public comments received in response to that notice.**

**Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection.**

A notice was published in the *Federal Register* on July 19, 2006 (Volume 71, Number 138, Page 40987). No public comments were received in response to the notice published in the *Federal Register*.

FNS solicited public comments by means of a 60-day *Federal Register* notice on the Agency's intention to request the continued collection from OMB.

State Agencies are in constant contact with FNS. Should views be presented to State Agencies on any aspects of Program operations that they or other public groups who participate in FNS programs may have, they are brought to the attention of the FNS.

**9. Explain any decision to provide any payment of gift to respondents.**

No payments or gifts are provided to respondents.

**10. Assurance of confidentiality provided to respondents.**

This information does not require confidentiality.

**11. Justification for any questions of a sensitive nature.**

There are no matters of a sensitive nature involved.

**12. Estimates of the hour burden of the collection of information.**

The estimated time required to complete the form will not exceed 30 minutes because the daily meal count will be available from program records. See Annual Reporting Burden below.

Estimated Annual Reporting Burden:

Total Number of sponsors .....	123
Number of reports submitted annually .....	x5
Total annual responses .....	615
Number of hours per response .....	x 0.5
Total estimated reporting hours.....	307.5

Estimated Annual Recordkeeping Burden:

Total number of sponsors .....	123
Number of reports submitted annually .....	x 5
Total number of annual recordkeeping .....	615
Estimated time per recordkeeping .....	0.1875
Total estimated recordkeeping hours.....	115.31

**Total Estimated Reporting and Recordkeeping Burden: 423**

Estimated Annual Cost to the Public:

Reporting .....	\$3,690
Recordkeeping .....	<u>\$1,384</u>
Total.....	\$5,074

**13. Provide an estimate of the total annual cost burden to respondents or record keepers resulting from the collection of information.**

There are no startup or annual maintenance costs.

**14. Provide estimates of annualized cost to the Federal government**

Estimated Annual Federal Cost:

Printing and composition .....	\$215
Mailing .....	260
Administrative .....	<u>2,000</u>
Total.....	\$2475

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-1.**

The number of respondents has been reduced from 212 to 123 because the Michigan Department of Education assumed full responsibility for the administration of the SFSP in the State of Michigan. The SFSP in Michigan was formerly administered as a ROAP program. This has reduced the total number of annual responses from 1,060 to 615. These changes in program operation constitute an adjustment with a burden reduction of 187 hours.

**16. Plans for tabulation, statistical analysis, and publication of collected information.**

There are no plans to publish this information.

**17. Explain the reasons that displaying the expiration date for OMB approval of the information collection would be inappropriate.**

FNS is not seeking an exemption to display expiration date.

**18. Explain each exception to the certification statement identified in Item 19.**

There are no exceptions to the certification statement identified in Item 19.