

RECORDKEEPING											
Section of Regulation	Title	Form Number (if any)	Estimated Number of Respondents	Reports Filed Annually	Total Annual Responses (Col. DxE)	Estimated Avg. No. of Manhours Per Responses	Estimated Total Manhours (Col. FxG)	Previously Approved	Program Change	Adjustment	Total Difference
A	B	C	D	E	F	G	H				
STATE AGENCY LEVEL											
245.3 (a)	SA announces eligibility guidelines, and maintains documentation that it has done so.		54	1	54.000	0.25	13.500	13.500			0.000
245.4 (e)	Puerto Rico and Virgin Islands SAs maintain on file all information related to their statistical surveys.		2	1	2.000	1.500	3.000	3.000			0.000
245.9 (g)	SA shall retain records related to the implementation of Provision 2 and Provision 3 for 3 years after submission of the last Claim for Reimbursement.		54	1	54.000	12	648.000	648.000			0.000
245.11 (h)	SA s maintain information on schools participating and extensions granted in Provision 2 and 3		54	1	54.000	3	162.000	162.000			0.000
245.11(i)	SAs retain district level data		54	1	54.000	1	54.000	54.000			0.000
State Agency Level Totals			54	4.0370	218.000	4.039	880.500	880.500			0.000
SCHOOL FOOD AUTHORITY/SPONSOR LEVEL											
245.5 (a) (1), 245.9 (b-e)	SFAs develop notice to parents containing eligibility criteria , and maintain documentation of having done so. SFAs operating under Provision 2 and 3 are exempt from this requirement.		20,280	1	20,280.000	0.25	5,070.000	5,070.000			0.000
245.5 (a) (2), 245.9 (b-e),	SFAs develop and distribute a public release with information operating under Provision 2 and 3 similar to letter to parents. SFAs are exempt from this requirement.		20,280	1	20,280.000	0.25	5,070.000	5,070.000			0.000
245.6 (a), 249.9 (b-e)	SFAs develop and distribute supplies of form to be used by households to apply for benefits. SFAs operating under Provisions 2 and 3 are exempt from this requirement.		20,280	1	20,280.000	1	20,280.000	20,280.000			0.000

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245.6 (b)	SFAs using direct certification must obtain documentation of eligibility, and maintain records for 3 years.		10,083	1	10,083.000	0.08	806.640	806.640			0.000
245.6 (b) (1)	SFAs document and retain on file reasons for ineligibility determinations.		20,780	30	623,400.000	0.08	49,872.000	49,872.000			0.000
245.6a (a)(2)	SFAs notify households of selection for verification and proof of eligibility.		16,342	7	114,394.000	0.05	5,719.700	5,719.700			0.000
245.6a (b)(1)	SFAs review written evidence and recalculation income to verify eligibility.		16,342	5	81,710.000	0.25	20,427.500	20,427.500			0.000
245.6a (b)(2)	SFAs make collateral contacts to obtain information not obtained by written evidence.		8,171	1	8,171.000	0.33	2,696.430	2,696.430			0.000
245.6a (b)(3)	SFAs make any other verification efforts using agency records.		16,342	1	16,342.000	0.25	4,085.500	4,085.500			0.000
245.6a (c)	SFAs maintain summary of verification efforts.		16,342	1	16,342.000	0.85	13,890.700	13,890.700			0.000
245.6a (c)	SFAs maintain records of verification activity for verified households.		20,780	4	83,120.000	0.017	1,413.040	1,413.040			0.000
245.6a (e)	SFAs provide 10-day advance notice of termination or change in benefits because of verification.		1,634	1	1,634.000	0.17	277.780	277.780			0.000
245.7 (a)(1)	SFAs prepare and file written records of each hearing.		208	1	208.000	0.50	104.000	104.000			0.000
245.9 (g) & (h)	SFAs shall retain records related to the implementation of Provisions 2 and 3 for 3 years after submission of the last Claim for Reimbursement.		500	1	500.000	4	2,000.000	2,000.000			0.000
245.9 (c) & (f)	SFAs shall amend F/RP Policy statement to include special assistance information and certify schools as eligible.		500	1	500.000	0.50	250.000	250.000			0.000
School Food Authority/Sponsor Level Totals			10,780	94.36401	1,017,244.000	0.12973	131,963.290	131,963.290			0.000
SCHOOL/SITE LEVEL											
245.6 & 245.9	Schools distribute application forms to households. Schools participating under Provision 2 and 3 are exempt from this requirement.		97,000	1	97,000.000	0.25	24,250.000	24,250.000			0.000

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245.6 (b) & 245.9	Schools review applications, make eligibility determinations. Schools participating under Provisions 2 and 3 are exempt from this requirement.		97,000	41	3,977,000.000	0.052	206,804.000	206,804.000			0.000
245.6 (c)	Schools file applications on behalf of children they know to be eligible, but whose household submitted no application.		1,010	1	1,010.000	0.1	101.000	101.000			0.000
245.6 (c)	Schools maintain documentation to show they notified families of children on whose behalf they filed applications.		1,010	1	1,010.000	0.25	252.500	252.500			0.000
245.9 (a)	Schools operating under Special Assistance Provision 1 may reduce the annula certification of children eligible for free meals to once every two years.		30	1	30.000	0.067	2.010	2.010			0.000
School/Site Level Totals			97,000	42.0211	4,076,050.000	0.05677	231,409.510	231,409.510			0.000
Summary of Recordkeeping Burden											
			State Agency Burden		218.000		880.500	880.500			0.000
			School Food Authority/Sponsor Burden		1,017,244.000		131,963.290	131,963.290			0.000
			School/Site Burden		4,076,050.000		231,409.510	231,409.510			0.000
			Recordkeeping Grand Total		5,093,512.000		364,253.300	364,253.300			0.000