

REPORTING											
Section of Regulation	Title	Form Number (if Any)	Estimated Number of Respondents	Report Filed Annually	Total Annual Responses (Col. DxE)	Estimated Avg. No. of Manhours Per Response	Estimated Total Manhours (Col. FxG)	Previously Approved	Program Change	Adjustment	Total Difference
A	B	C	D	E	F	G	H				
STATE AGENCY LEVEL											
245.4 (d)	Puerto Rico and Virgin Islands SAs develop survey design for triennial survey, and submit to FNS for approval.		2	1	2.000	3	6.000	6.000			0.000
245.4 (c)	Puerto Rico and Virgin islands conduct survey to develop factor for withdrawal of funds from Letter of Credit; submit survey results and withdrawal factors to FNS for approval.		2	1	2.000	83	166.000	166.000			0.000
245.6(i)	SAs that plan to use or disclose information in ways not permitted by statute must obtain written consent from parent or guardian prior to use or disclosure.		54	2	108.000	0.25	27.000	0.000	27.000	0.000	27.000
245.6(j)	SA enter into written agreement with the party requesting children's F/RP eligibility information.		54	2	108.000	0.25	27.000	0.000	27.000	0.000	27.000
245.11(h)	SAs submit to FNS upon request, all data and documentation used in granting extensions under Provision 2 or Provision 3.		54	1	54.000	4	216.000	216.000			0.000
245.11 (a)	SAs issue prototype free and reduced price policy statement.		54	1	54.000	0.25	13.500	13.500			0.000
245.11(g)	SA notifies FNS that TANF is comparable to or more restrictive than AFDC.		52	1	52.000	12	624.000	624.000			0.000
STATE AGENCY LEVEL TOTALS			54	7.0370	380.000	2.8408	1,079.500	1,025.500	54	0	54.000
SCHOOL FOOD AUTHORITY/SPONSOR LEVEL											
245.6 (c) (1)	SFAs using direct certification must provide households with written notice that children are eligible for free meals.		10,083	199	2,006,517.000	0.08	160,521.360	160,521.360			0.000
245.6a (a)	SFAs calculate the number of households to verify.		16,342	1	16,342.000	0.33	5,392.860	5,392.860			0.000
245.6a (a)(2)	SFAs notify households of selection for verification.		16,342	1	16,342.000	1	16,342.000	16,342.000			0.000

Section of Regulation	Title	Form Number (if Any)	Estimated Number of Respondents	Report Filed Annually	Total Annual Responses (Col. DxE)	Estimated Avg. No. of Manhours Per Response	Estimated Total Manhours (Col. FxG)	Previously Approved	Program Change	Adjustment	Total Difference
A	B	C	D	E	F	G	H				
245.6a (b)(1)	SFAs review written document and calculate current income to determine if household is entitled to benefits being received.		16,342	6.5	106,223.000	0.5	53,111.500	53,111.500			0.000
245.6a(c) <i>Change WS</i>	SFAs report verification information to SA.		16,342	1	16,342.000	2	32,684.000	32,684.000			0.000
245.6(i)	SFAs that plan to use or disclose information in ways not permitted by statute must obtain written consent from parent or guardian prior to use or disclosure.		20,710	2	41,420.000	0.25	10,355.000	0.000	10,355.000	0.000	10,355.000
245.6(j)	SFA must enter into written agreement with the party requesting children's free and reduced price eligibility information.		20,710	2	41,420.000	0.083	3,437.860	0.000	3,437.860	0.000	3,437.860
245.9 (h)	SFAs of schools under Provision 2 or Provision 3 submit to FNS upon request all data and documentation used in granting extensions.		500	1	500.000	0.25	125.000	125.000			0.000
245.9 (c)	SFAs of schools under Provisions 1 and 2 must identify those schools in its free and reduced price policy statement and certify their eligibility for the first year of operation.		121	1	121.000	0.1	12.100	12.100			0.000
245.10 (a)	SFAs submit to SA for approval free and reduced policy statement.		20,780	1	NEGLIGIBLE		NEGLIGIBLE	0.000			0.000
245.11(i) <i>Change WS</i>	SFA reports district level data to SA.	742	16,342	1	16,342.00	0.10	1,634.20	1,634.200			0.000
245.13 (a)	SFAs of schools selected for participation in the U.S. Department of Education's Public School Civil rights Survey to gather data on race and ethnic background of children for whom applications for free and reduced price meals having been submitted.		3,000	1	3,000.000	2	6,000.000	6,000.000			0.000
School Food Authority/Sponsor Level Totals			20,780	108.9783	2,264,569.000	0.1279	289,615.880	275,823.020	13,792.860	0.000	13,792.860
SCHOOL/SITE LEVEL											

Section of Regulation	Title	Form Number (if Any)	Estimated Number of Respondents	Report Filed Annually	Total Annual Responses (Col. DxE)	Estimated Avg. No. of Manhours Per Response	Estimated Total Manhours (Col. FxG)	Previously Approved	Program Change	Adjustment	Total Difference
A	B	C	D	E	F	G	H				
245.6 (b) (1)	Schools provide written notice to each family of denied benefits.		101,000	6.5	656,500.000	0.08	52,520.000	52,520.000			0.000
School/Site Level Totals			101,000	6.5000	656,500.000	0.0800	52,520.000	52,520.000			0.000

Section of Regulation	Title	Form Number (if Any)	Estimated Number of Respondents	Report Filed Annually	Total Annual Responses (Col. DxE)	Estimated Avg. No. of Manhours Per Response	Estimated Total Manhours (Col. FxG)	Previously Approved	Program Change	Adjustment	Total Difference
A	B	C	D	E	F	G	H				
HOUSEHOLD LEVEL											
245.6a (b)(1)	Households assemble written evidence and send to SFA.		143,797	1	143,797.000	0.5	71,898.500	71,898.500			0.000
245.6a (b)(2)	Households cooperate with collateral contacts.		12,223	1	12,223.000	0.167	2,041.241	2,041.241			0.000
245.6 (a)	Households complete application form.		4,138,810	1	4,138,810.000	0.07	289,716.700	289,716.700			0.000
245.6(i)	SAs or SFAs that plan to use or disclose information in ways not permitted by statute must obtain written consent from the parent or guardian prior to use or disclosure.		4,138,810	2	32,684.000	0.083	687,042.000	0.000	687,042.000	0.000	687,042.000
Household Level Totals			4,138,810	1.045594	4,327,514.000	0.242795	1,050,698.441	363,656.441	687,042.000	0.000	687,042.000

Summary of Reporting Burden											
State Agency Burden					380.000		1,079.500	1,025.500	54.000	0.000	54.000
School Food Authority/Sponsor Burden					2,264,569.000		289,615.880	275,823.020	13,792.860	0.000	13,792.860
School/Site Burden					656,500.000		52,520.000	52,520.000	0.000	0.000	0.000
Household Burden					4,327,514.000		1,050,698.441	363,656.441	687,042.000	0.000	687,042.000
					7,248,963.000		1,393,913.821	693,024.961	700,888.860	0.000	700,888.860