

**REPORTING**

Section of Regulation	Title	Form number (if Any)	Estimated Number of Respondents	Report Filed Annually	Total Annual Responses (Col. Dx E)	Estimated Avg. No. of Hours Per Response	Estimated Total Hours (Col. Fx G)	Previously Approved	Change Due to Adjustment	Due to Program Change	Total Difference
A	B	C	D	E	F	G	H	I	J	K	L
<b>STATE AGENCY LEVEL</b>											
225.3 (b)	SA, by November 1 of each fiscal year, notify USDA if it intends to administer the Summer Food Service Program.		53	1	53	0.123	7	6,519			
225.4 (a)	SAs, by Feb. 15 of each year, submit to FNSRO a Program Management and Administration Plan for that fiscal year.		53	1	53	40	2,120	2,000	120	0	120
225.6 (b)(2)	SAs inform potential sponsors of procedure for advance and administrative cost payments.		53	1	53	1	53	53			
225.6 (b)(2)	SAs inform sponsors of procedures for applying for start-up payments.		53	1	53	1	53	53			
225.6 (h)(2)	SAs develop a standard contract for use by sponsors and FSMCs		53	1	53	4	212	212			
225.7 (c)	SAs develop and make available to sponsor food specifications and model meal quality standards to be a part of all contracts between vended sponsors and FSMCs.		53	1	53	80	4,240	4,240			
225.7 (d)	SAs conduct program monitoring assistance, to include pre-approval visits, sponsor reviews, follow-up reviews, development of monitoring system, maintenance of records, FSMC facility visits, development of forms, and corrective action.		53	46	2,438	8	19,504	19,504			
225.7 (d)(2)	SAs conduct program monitoring assistance for sites.		53	109	5,777	4	23,108	23,108			
225.7(d)(6), 225.7(e)	SAs conduct inspections of food service management company, self-preparation and vended sponsors' food preparation facilities.		53	594	31,482	1	31,482	31,482			

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225.7 ( f )	SAs establish a financial management system to identify program costs and establish standards for sponsor recordkeeping and reporting.		53	1	53	15	795	795			
225.8(d)(2)	SAs, within 5 days of approval of sponsors, must notify FNSROs of sponsors, approved sites, locations, and days of operation and estimated daily attendance.		53	1	53	1	53	53			
225.8 (b)	SAs submit to FNS a final report on SFSP operations for each month of operations.		53	3	159	2	318	318			
225.8 (d)(1)	SAs, by May 1 of each year, submit to FNSRO a list of names and addresses of potential private nonprofit organizations and for each site, the address, first day of operation, and estimated daily attendance.		53	1	53	1	53	53			
225.9 (b)(2)	SAs prepare and submit a list sponsors eligible to receive commodities and daily number of eligible means to be served by each sponsor by June 1.		53	1	53	1	53	53			
225.9 (d)(4)	SAs forward the final claim form for reimbursement.		53	3	159	1	159	159			
225.10	SAs arrange for audits of their own operations per 7 CFR Part 3015.		53	1	53	40	2,120	2,120			
225.12 (a)	SAs establish claims against sponsors and recover payment not properly payable.		53	1	53	1	53	53			
225.13 (a)	SAs establish hearing appeal procedures.		53	1	53	1	53	53			
225.17	SAs make available to sponsors information on procurement standards.		53	4	212	1	212	212			

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225.18(b)(2)	SAs notify terminated sponsors in writing.		53	4	212	1	212	212			
225.18(i)(3)	SAs report to FNS data designated by FNS for the prior Federal fiscal year.		0	0	0	0	0	13	-13	0	-13
225.15(j)	SAs that plan to use or disclose information in ways not permitted must obtain written consent from parent/guardian.		53	1	53	0.25	13	0	0	13	13
225.15(k)	SA should enter into written agreement with party requesting disclosure information.		53	1	53	0.25	13	0	0	13	13
STATE AGENCY LEVEL TOTALS			53	778.00000	41,234.00000	2.0586293	84,885.51900	84,752.51900	107.00000	26.00000	133.00000
<b>SPONSORS LEVEL</b>											
225.6 (c)(1)	Sponsors submit written application TO SAs for participation in SFSP.		3,485	1	3,485	3.33	11,605	11,605			
226.6(c)(2)	Sponsors submit site information for each site where a food service operation is proposed.		3,485	1	3,485	1	3,485	3,485			
225.6 (c)(3)	Sponsors must submit a statement of its policy for serving free meals.		3,589	1	3,589	1	3,589	3,589			
225.6 (e)	Sponsors approved for participation in SFSP enter into written agreements with SAs to operate program in accordance with regulatory requirements.		3,485	1	3,485	0.123	429	429			
225.6 (h) (2) (iii)	Sponsors provide FSMC with a list of approved sites.		1,256	1	1,256	1	1,256	1,256			
225.6(h)(3)	Sponsors submit requests to SAs for exception to utilizing requirement for certain components of a meal.		36	1	36	1	36	36			
225.6 (h)(5)	Sponsors submit to SAs copies of contracts with FSMC, bids received, and reason for selection on FSMC chosen.		1,221	1	1,221	39	47,619	47,619			

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225.15(j)	Sponsors that plan to use or disclose info in ways not permitted by law must obtain written consent from parent/guardian.		1,169	1	1,169	0.25	292	0	0	292	292
225.15(k)	Sponsors should enter into written agreement with the party eligibility information.		1,169	1	1,169	0.25	292	0	0	292	292
<b>SPONSORS LEVEL TOTALS</b>			<b>3,589</b>	5.26470	<b>18,895.00000</b>	3.6307597	<b>68,603.20500</b>	<b>68,019.00000</b>	<b>0.00000</b>	<b>584.00000</b>	<b>584.00000</b>
<b>CAMP AND OTHER SITES LEVEL</b>											
225.6 (c) (5)	Camps submit copy of hearing procedures.		802	1	802	1	802	802			0
225.15	Camps and others distribute free meal applications to children enrolled in SFSP.		3,187	74	235,838	0.26	61,318	61,318			0
<b>CAMP AND OTHER SITES LEVEL TOTALS</b>			<b>3,187</b>	74.25165	<b>236,640</b>	0.2625079	<b>62,120</b>	<b>62,120</b>			<b>0</b>
Private Sector	Not-for-profit institutions		<b>6,776</b>	37.71178	<b>255,535.00000</b>	0.5115663	<b>130,723.08500</b>	<b>130,139.00000</b>	<b>0.00000</b>	<b>584.00000</b>	<b>584.00000</b>

<b>HOUSEHOLD LEVEL</b>											
225.15 ( f )	Households read instructions, complete free meal and return to camps and sites.		127,757	1	127,757	0.07	8,943	8,943			
225.15(j)	Households provide written consent for sponsors to use or disclose information.		127,757	1	127,757	0.083	10,604	0	0	10,604	10,604
<b>HOUSEHOLD LEVEL TOTALS</b>			<b>127,757</b>	2.00000	<b>255,514.00000</b>	0.0765000	<b>19,546.82100</b>	<b>8,943.00000</b>	<b>0.00000</b>	<b>10,604.00000</b>	<b>10,604.00000</b>

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<b>Summary of Reporting Burden</b>											
			State Agency Burden		41,234		84,886	84,753	107	26	133
			Sponsors Burden		18,895		68,603	68,019	0	584	584
			Camp and Other Sites Burden		236,640		62,120	62,120	0	0	0
			Household Burden		255,514		19,547	8,943	0	10,604	10,604
			<b>REPORTING GRAND TOTAL</b>		<b>552,283</b>		<b>235,156</b>	<b>223,835</b>	<b>107</b>	<b>11,214</b>	<b>11,321</b>