

REPORTING - #0584-0055

| Section of Regulation | Title | Estimated # Respondents | Responses Per Respondent | Total Annual Responses (Col. Dx E) | Estimated Avg. # of Hours Per Response | Estimated Total Hours (Col. FxG) | Previously Approved | Due to Program Change | Due to an Adjustment | Total Difference |
|---------------------------|---|-------------------------|--------------------------|------------------------------------|--|----------------------------------|---------------------|-----------------------|----------------------|------------------|
| (A) | (B) | (D) | (E) | (F) | (G) | (H) | | | | |
| STATE AGENCY LEVEL | | | | | | | | | | |
| 226.3 | Federal/State agreement | 55 | 1 | 55.000 | 0.92 | 50.600 | 50.600 | | | |
| 226.4 | SA submits request for letter of credit | 55 | 1 | 55.000 | 6 | 330.000 | 330.000 | | | |
| 226.6(b) | SA notifies applicant within 30 days of approval or disapproval of application | 55 | 1 | 55.000 | 15 | 825.000 | 825.000 | | | |
| 226.6(c) | SA denies applications or terminates institution that is seriously deficient | 55 | 1 | 55.000 | 24 | 1,320.000 | 1,320.000 | | | |
| 226.6(d)(1) & (e) | SA establishes licensing/compliance review procedures for child care centers, day care homes, outside-school hours care centers and adult day centers | 55 | 1 | 55.000 | 1 | 55.000 | 55.000 | | | |
| 226.6(d)(3) | SA establishes alternate procedures for review of institutions for which licensing or approval is not available | 55 | 1 | 55.000 | 28 | 1,540.000 | 1,540.000 | | | |
| 226.6(f)(2) | Require management plans | 55 | 1 | 55.000 | 0.92 | 50.600 | 50.600 | | | |
| 226.6(f)(5) | Inquire into preference for commodities | 55 | 1 | 55.000 | 0.92 | 50.600 | 50.600 | | | |
| 226.6(f)(7) | SA informs institutions of free and reduced proce policy and provide copy of income standards | 55 | 1 | 55.000 | 0.92 | 50.600 | 50.600 | | | |
| 226.6(f)(9) | SAs adminstering CACFP provide listing of eligible schools to sopsponsoring organizations | 55 | 23 | 1,265.000 | 1 | 1,265.000 | 1,265.000 | | | |
| 226.6(f)(9) | SAs administering CACFP provide census data to sponsoring organizations | 55 | 2.3 | 126.500 | 1 | 126.500 | 126.500 | | | |
| 226.6 (g) | SA annually notifies each eligible nonparticipating institution of the availability of the program | 55 | 1 | 55.000 | 37 | 2,035.000 | 2,035.000 | | | |
| 226.6 (h) | SA submits to State commodity distribution agency list of institutions receiving commodities by June 1 | 55 | 1 | 55.000 | 3.7 | 203.500 | 203.500 | | | |
| 226.6 (i) | SA develops standard contract for use between instiutions and food service management companies | 55 | 1 | 55.000 | 8 | 440.000 | 440.000 | | | |
| 226.6 (j) | Ensure procurement compliance | 55 | 1 | 55.000 | 5 | 275.000 | 275.000 | | | |
| 226.6 (k) | SA establishes appeal procedures | 55 | 1 | 55.000 | 7.4 | 407.000 | 407.000 | | | |
| 226.6 (m) | Program assistance | 55 | 1 | 55.000 | 2,292.0 | 126,060.000 | 126,060.000 | | | |
| 226.6(m)(5) | SA must submit to FNS the policies and procedures they have developed regarding household contacts | 55 | 1 | 55.000 | 40 | 2,200.000 | 2,200.000 | | | |

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|----------------------------------|--|-------------------------|--------------------------|------------------------------------|--|----------------------------------|---------------------|-----------------------|----------------------|------------------|
| (A) | (B) | (D) | (E) | (F) | (G) | (H) | | | | |
| 226.6 (n) | Investigate irregularities | 55 | 1 | 55.000 | 7.4 | 407.000 | 407.000 | | | |
| 226.6 (p) | SA develops and provides sponsoring organization agreement between sponsor and facilities | 55 | 1 | 55.000 | 36.7 | 2,018.500 | 2,018.500 | | | |
| 226.7 | Financial management system | 55 | 1 | 55.000 | 40 | 2,200.000 | 2,200.000 | | | |
| 226.7 (c) | Audits and management evaluation | 55 | 1 | 55.000 | 7.4 | 407.000 | 407.000 | | | |
| 226.7 (h) & (i) (j) | Establish procedures for start ups, advances, and recovery of over-payments | 55 | 1 | 55.000 | 6.4 | 352.000 | 352.000 | | | |
| 226.7 (k) | Process claims | 55 | 1 | 55.000 | 1.79 | 98.450 | 98.450 | | | |
| 226.8 (a) | Audits shall be conducted in accordance with A-128 and A-110 and 7 CFR part 3015 | 55 | 1 | 55.000 | 22 | 1,210.000 | 1,210.000 | | | |
| 226.8 (b) | Establish audits funds priorities | 55 | 1 | 55.000 | 0.92 | 50.600 | 50.600 | | | |
| 226.9 (a) | SA assigns rates of reimbursement for all institutions not less than annually | 55 | 1 | 55.000 | 0.25 | 13.750 | 13.750 | | | |
| 226.10 (a) | SA provides advance payments to those institutions electing to receive payments | 55 | 1 | 55.000 | 0.92 | 50.600 | 50.600 | | | |
| 226.10 (b) | Notify of withholding advances | 55 | 1 | 55.000 | 0.92 | 50.600 | 50.600 | | | |
| 226.10 (e) | Corrective action on claims prior to January 1 | 55 | 1 | 55.000 | 4.6 | 253.000 | 253.000 | | | |
| 226.14 | SA notifies institution of disallowed claim and demands repayment | 55 | 1 | 55.000 | 3.7 | 203.500 | 203.500 | | | |
| 226.23(l) | SAs that plan to use or disclose information in ways not permitted by statute must obtain written consent from the child's parents or guardian prior to use or disclosure. | 55 | 1 | 55 | 0.25 | 13.750 | 13.750 | | | |
| 226.23(m) | Each SA must enter into a written agreement with the party requesting children's free and reduced price eligibility information. | 55 | 1 | 55 | 0.25 | 13.750 | 13.750 | | | |
| 226.24 | Property management | 55 | 1 | 55.000 | 6.07 | 333.850 | 333.850 | | | |
| TOTAL STATE AGENCY BURDEN | | 55 | 57.300 | 3,151.500 | 45.997 | 144,960.750 | 144,960.750 | 0.000 | 0.000 | 0.000 |

REPORTING - #0584-0055

| Section of Regulation | Title | Estimated # Respondents | Responses Per Respondent | Total Annual Responses (Col. DxE) | Estimated Avg. # of Hours Per Response | Estimated Total Hours (Col. FxG) | Previously Approved | Due to Program Change | Due to an Adjustment | Total Difference |
|--|--|-------------------------|--------------------------|-----------------------------------|--|----------------------------------|---------------------|-----------------------|----------------------|------------------|
| (A) | (B) | (D) | (E) | (F) | (G) | (H) | | | | |
| SPONSOR/INSTITUTION LEVEL | | | | | | | | | | |
| 226.6(b) | Institutions submit documentation sufficient to determine that each at-risk afterschool care center meets program eligibility or area eligibility requirements. | 1,535 | 1 | 1535.000 | 0.30 | 460.500 | 0.000 | 460.500 | | 460.500 |
| 226.6 (d) | Sponsoring organization or independent institution submit documentation to demonstrate that child care centers, outside-school-hours care centers, at-risk afterschool care centers, day car homes, and adult day care centers are in compliance with licensing/approval criteria. | 21,224 | 1 | 21,224.000 | 0.50 | 10,612.000 | 3,822.600 | 6,789.400 | | 6,789.400 |
| 226.6(c)(1)(2) | Sponsoring organizations must provide a copy of the serious deficiency notice to the SA | 1,062 | 2 | 2,124.000 | 8.00 | 16,992.000 | 16,992.000 | | | |
| 226.6 (f) (10) | Sponsoring organizations submit tier 1 and 2 enrollment information to SAs | 995 | 1 | 995.000 | 1.00 | 995.000 | 995.000 | | | |
| 226.6 (1) | Participate in reviews and training | 12,742 | 1 | 12,742.000 | 4.00 | 50,968.000 | 50,968.000 | | | |
| 226.13 (b) | Sponsoring organizations collect and report meals by category to SA each month | 995 | 12 | 11,940.000 | 2.00 | 23,880.000 | 23,880.000 | | | |
| 226.13 (b)(3)(i) thru (ii) | Sponsoring organizations establish reimbursement amounts for tier 2 with income-eligible children. | 995 | 108 | 107,460.000 | 0.50 | 53,730.000 | 53,730.000 | | | |
| 226.16 (d) | Sponsoring organization supervisory responsibilities (training, reviews, etc.) | 12,742 | 1 | 12,742.000 | 160.00 | 2,038,720.000 | 2,038,720.000 | | | |
| 226.16 (g) & (h) | Sponsoring organization disburses advances and program payments within 5 days of receipt from SA | 12,742 | 1 | 12,742.000 | 40.00 | 509,680.000 | 509,680.000 | | | |
| 226.23 | Free and reduced price meal requirements | 18,316 | 1 | 18,316.000 | 2.00 | 36,632.000 | 36,632.000 | | | |
| 226.23(l) | Sponsors/Institutions that plan to use or disclose information in ways not permitted by statute must obtain written consent from the child's parent or guardian prior to use or disclosure. | 21,224 | 1 | 21224 | 0.08 | 1,761.592 | 1,761.592 | | | |
| 226.23(m) | Each institution must enter into a written agreement with the party requesting children's free and reduced price eligibility information. | 21,224 | 1 | 21224 | 0.25 | 5,306.000 | 5,306.000 | | | |
| SPONSOR/INSTITUTION BURDEN TOTALS | | 21,224 | 11.509046 | 244,268.000 | 11.257050 | 2,749,737.092 | 2,742,487.192 | 7,249.900 | 0.000 | 7,249.900 |

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|---------------------------------------|---|-------------------------|--------------------------|-----------------------------------|--|----------------------------------|----------------------|-----------------------|----------------------|------------------|
| (A) | (B) | (D) | (E) | (F) | (G) | (H) | | | | |
| FACILITY LEVEL | | | | | | | | | | |
| 226.6.13 (d)(1) thru (3) & 226.18 (e) | Tier 1 and tier 2 homes submit monthly meal couts to sponsors | 165,251 | 12 | 1,983,012.000 | 1.25 | 2,478,765.000 | 2,478,765.000 | | | |
| FACILITY BURDEN TOTALS | | 165,251 | 12.000 | 1,983,012.000 | 1.250 | 2,478,765.000 | 2,478,765.000 | 0.000 | 0.000 | 0.000 |

| HOUSEHOLD LEVEL | | | | | | | | | | |
|--------------------------------|---|------------------|-----------------|----------------------|-----------------|--------------------|--------------------|--------------|--------------|--------------|
| 226.15(e)(2) & 226.16(e)(3) | Enrollment documentation shall be updated annually, signed by a parent or legal guardian, and included information on child's normal days & hours of care and the meals normally received while in care | 2,746,847 | 1 | 2,746,847.000 | 0.083 | 227,988.301 | 227,988.301 | | | |
| 226.23 (e) | Free and reduced price eligibility | 1,445,708 | 1 | 1,445,708.000 | 0.05 | 72,285.400 | 72,285.400 | | | |
| 226.23 (e)(1) | Households of children enrolled in tier 2 day care homes complete free and reduced price application | 24,029 | 1 | 24,029.000 | 0.075 | 1,802.175 | 1,802.175 | | | |
| 226.23(l) | Households must provide written consent prior to use or disclosure of infomration not permitted by statute. | 887,419 | 1 | 887,419.000 | 0.083 | 73,655.777 | 73,655.777 | | | |
| HOUSEHOLD BURDEN TOTALS | | 2,746,847 | 1.858132 | 5,104,003.000 | 0.073615 | 375,731.653 | 375,731.653 | 0.000 | 0.000 | 0.000 |

| SUMMARY OF REPORTING BURDEN | | | | | | | | | | |
|------------------------------------|-------------------------|--------------------------|-----------------------------------|--|----------------------------------|----------------------|-----------------------|----------------------|------------------|--|
| | Estimated # Respondents | Responses Per Respondent | Total Annual Responses (Col. DxE) | Estimated Avg. # of Hours Per Response | Estimated Total Hours (Col. FxG) | Previously Approved | Due to Program Change | Due to an Adjustment | Total Difference | |
| State Agency Burden | 55 | 57.300000 | 3,151.500 | 45.997382 | 144,960.750 | 144,960.750 | 0.000 | 0.000 | 0.000 | |
| Sponsor/Institution Burden | 21,224 | 11.509046 | 244,268.000 | 11.257050 | 2,749,737.092 | 2,742,487.192 | 7,249.900 | 0.000 | 7,249.900 | |
| Facility Burden | 165,251 | 12.000000 | 1,983,012.000 | 1.250000 | 2,478,765.000 | 2,478,765.000 | 0.000 | 0.000 | 0.000 | |
| Household Burden | 2,746,847 | 1.858132 | 5,104,003.000 | 0.073615 | 375,731.653 | 375,731.653 | 0.000 | 0.000 | 0.000 | |
| Total Reporting Burden | 2,933,377 | 2.500338 | 7,334,434.500 | 0.783863 | 5,749,194.495 | 5,741,944.595 | 7,249.900 | 0.000 | 7,249.900 | |

RECORDKEEPING - #0584-0055

| Section of Regulation | Title | Estimated # Recordkeepers | Per Recordkeeper | Total Annual Records (Col. Dx E) | Estimated Avg. # of Hours Per Record | Estimated Total Hours (Col. FxG) | Previously Approved | Due to Program Change | Due to an Adjustment | Total Difference |
|--|---|---------------------------|------------------|----------------------------------|--------------------------------------|----------------------------------|---------------------|-----------------------|----------------------|------------------|
| (A) | (B) | (D) | (E) | (F) | (G) | (H) | | | | |
| STATE AGENCY LEVEL | | | | | | | | | | |
| 226.6 | Each SA must collect and maintain on file CACFP agreements, records received from applicant and participating institutions and documentation of administrative review and Program assistance activities, results, and corrective actions. | 55 | 1 | 55 | 2.40 | 132.000 | 104.500 | 27.500 | | 27.500 |
| STATE AGENCY BURDEN | | 55 | 1 | 55 | 2.40000 | 132.000 | 104.500 | 27.500 | | 27.500 |
| SPONSOR/INSTITUTION LEVEL | | | | | | | | | | |
| 226.10(d) 226.15(e) | Each independent center and sponsoring organization of centers must ensure that family size and income, menus, meal counts, enrollment, invoices, and receipts claims for reimbursement, day care licenses, CACFP application, and tax licenses, and tax exempt certification (if applicable) are maintained on file for a period of 3 years. Sponsoring organizations of day care homes must ensure that menus, meal counts, attendance, enrollment, day care license, CACFP application and providers' family size and income records are maintained for 3 years. | 21,224 | 1 | 21,224.000 | 6.578 | 139,611.472 | 109,142.646 | 30,468.826 | | 30,468.826 |
| 226.15(e)(3) | Sponsoring organizations maintain documentation used to classify homes as Tier 1 | 966 | 90 | 86,940.000 | 0.075 | 6,520.500 | 6,520.500 | | | |
| 226.15(e)(3) | Sponsoring organizations, upon request, collect free and reduced price applications from entrolled children in tier 2 that are not provider's own at least once a year and maintain eligibility determination of each child. | 966 | 63 | 60,858.000 | 0.083 | 5,051.214 | 5,051.214 | | | |
| 226.23(h)(6) | Sponsoring organizations collect information to conduct verification of homes that qualify as tier 1 based on provider's income. | 966 | 31 | 29,946.000 | 0.083 | 2,485.518 | 2,485.518 | | | |
| SPONSOR/INSTITUTION BURDEN | | 21,224 | 9.3747 | 198,968.00 | 0.77233 | 153,668.704 | 123,199.878 | 30,468.826 | | 30,468.826 |
| Summary of Recordkeeping Burden | | | | | | | | | | |
| | | Estimated # Recordkeepers | Per Recordkeeper | Total Annual Records (Col. Dx E) | Estimated Avg. # of Hours Per Record | Estimated Total Hours (Col. FxG) | Previously Approved | Due to Program Change | Due to an Adjustment | Total Difference |
| | State Agency Burden | 55.00 | 1.00 | 55.00 | 2.40 | 132.00 | 104.50 | 27.50 | | 27.500 |
| | Sponsor/Institution Burden | 21,224 | 9.3747 | 198,968 | 0.77 | 153,668.704 | 123,199.878 | 30,468.826 | | 30,468.826 |
| | Total Recordkeeping Burden | 21,279 | | 199,023 | 7.22782 | 153,800.704 | 123,304.378 | 30,496.326 | | 30,496.326 |

SUMMARY OF BURDEN #0584-0055

| | Estimated # Respondents | Responses Per Respondent | Total Annual Responses (Col. DxE) | Estimated Avg. # of Hours Per Response | Estimated Total Hours (Col. FxG) | Previously Approved | Due to Program Change | Due to an Adjustment | Total Difference |
|------------------------------------|-------------------------|--------------------------|-----------------------------------|--|----------------------------------|---------------------|-----------------------|----------------------|------------------|
| Total Reporting Burden | 2,933,377 | 2.500338 | 7,334,434.500 | 0.783863 | 5,749,194.495 | 5,741,944.595 | 7,249.900 | 0.000 | 7,249.900 |
| Total Recordkeeping Burden | 21,279 | | 199,023 | 7.22782 | 153,800.704 | 123,304.378 | 30,496.326 | | 30,496.326 |
| TOTAL BURDEN FOR #0584-0055 | 2,933,377 | 2.500338 | 7,334,434.500 | 8.011680 | 5,902,995.199 | 5,865,248.973 | 37,746.226 | | 37,746.226 |