

**REPORTING**

CFR Citation	Title	Form number	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
<b>State Agency Level</b>											
210.5 (a)	Request for cash to make NSLP reimbursement payments to SFAs		57	24.00	1,368.00	1.50	2,052.000	2,052.000			0.000
210.5 (d)	Information on the amount of Federal NSLP funds expanded and obligated to date.		57	4.00	228.00	3.20	729.600	729.600			0.000
210.8 (b)	Request for cash to pay additional NSLP funds to SFAs as the result of corrective action taken on SFAs claim (including justification for the amount requested).		57	4.00	228.00	2.25	513.000	513.000			0.000
210.15 (a) (8)	Information on Civil Rights Complaints and their resolution.		57	on occasion							0.000
210.18 (d)(1)	State agencies shall inform FNS of anticipated schedule of reviews, upon request.		57	on occasion							0.000
210.18 (d)(2) & 210.18 (o)(1)	Names of large SFAs exceeding any one of the CRE critical area review thresholds.		57	0.20	11.40	1.00	11.400	11.400			0.000
210.18 (g) & 210.18 (h)	SA shall verify compliance with critical and general areas of review		57	1.00	57.00	20.00	1,140.000	1,140.000			0.000
210.18 (j)(1) & 210.18 (2)	SA provides written notification of review findings to SFA, including review findings, preliminary assessment of needed corrective actions, and deadlines for completion, and provides notification of adverse action and right to appeal.		57	1.00	57.00	2.00	114.000	114.000			0.000
210.18 (n) & 210.18 (o)(2)	SA shall report to FNS the results of reviews by March 1 of each school year, on a form designated by FNS.	FNS-640	57	1.00	57.00	1.00	57.000	57.000			0.000
210.18 (r)	Establish appeal procedures for SFAs		57	1.00	57.00	7.00	399.000	399.000			0.000
210.19 (b)	Estimated participation in NSLP commodity schools.		2	1.00	2.00	3.00	6.000	6.000			0.000
210.19 (b)	Commodity schools' estimation of whether to receive part of their commodity assistance in cash for processing and handling of commodities.		2	1.00	2.00	2.00	4.000	4.000			0.000
210.19 (f)	SA provides CACFP SAs with a listing of all elementary schools participating in NSLP with at least participating in NSLP with at least 50% eligibility.		12	1.00	12.00	0.50	6.000	6.000			0.000

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210.20(a)(8)	SA report the number of food safety inspections conducted to FNS.		57	1.00	57.00	1.50	85.500	85.500			0.000
210.25	Grant Closeout Report	SF-269	57	2	114.000	3.2	364.800	364.800			0.000
<b>STATE AGENCY LEVEL TOTALS</b>			57	39.48070	2,250.400	2.43614	<b>5,482.300</b>	5,482.300			0.000
<b>School Food Authority Level</b>											
210.8 (b)	Submit revised claim for reimbursement and supporting statement justifying the adjustment.		2,005	1	2,005.000	0.5	1,002.500	1,002.500			0.000
210.8 (c) & 210.15 (a)(1)	Submit claim for reimbursement and supporting data		20,710	12	248,520.000	1.5	372,780.000	372,780.000			0.000
210.8 (c)(2)	Report the total number of children approved for free and reduced priced lunches as of the last day of operation in October.		20,710	1	20,710.000	0.08	1,656.800	1,656.800			0.000
210.9 (b)	Application to operate the NSLP and agreement between SA and SFA. *Application and agreement are part of the same transaction, so there is only one response for both.		10	1	10.000	1.25	12.500	12.500			0.000
210.9 (b) (20)	SFAs provide SAs with a listing of elementary schools with at least 50% eligibility.		4,969	1	4,969.000	0.5	2,484.500	2,484.500			0.000
210.9 (b) (20)	SFAs provide sponsors with a elementary school attendance area boundary information.		4,969	2	9,938.000	4	39,752.000	39,752.000			0.000
210.9 (c) (7)	SFAs must conduct reviews of each afterschool care program that participates in the NSLP. *Application and agreement are part of the same transaction, so there is only one response for both.		241	2	482.000	1.44	694.080	694.080			0.000
210.10 (h)	SFAs modify existing menus with more than 30% vegetable protein products.		10,000	1	10,000.000	0.016	160.000	160.000			0.000
210.15 (a)(6)	Information on Civil Rights complaints and their resolution.		20,710	on occasion							0.000
210.15(a)(7)	Collect the number of food inspections obtained and report to state agency.		20,710	1	20,710.000	0.5	10,355.000	10,355.000			0.000
210.16(a)	SFA provide procurement materials to SA for approval.		1,648	1	1,648.000	1.500	2,472.000	412.000	2,060.000	0.000	2,060.000
210.18(k)(2)	SFA shall submit to SA documented corrective action, no later than 30 days from the deadline for completion, for violations of critical or general areas identified on administrative follow-up review.		4,142	1	4,142.000	3	12,426.000	12,426.000			0.000

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210.19(a)(2)	SFAs meet the requirements to account for all revenues and expenditures of nonprofit food service.		20,710	4	82,840.000	0.33	27,337.200	27,337.200			0.000
<b>SCHOOL FOOD AUTHORITY LEVEL TOTALS</b>			20,710	19.60280	405,974.000	1.16050	<b>471,132.580</b>	469,072.580	2,060.000	0.000	2,060.000
<b>School Level</b>											
210.9 (b)	Daily counts of paid, reduced priced and free lunches served.		100,398	10	1,003,980.000	0.5	501,990.000	501,990.000			0.000
210.19 (a)(2)	Cafeteria sales (for inclusion in net cash resources)		100,398	10	1,003,980.000	0.33	331,313.400	331,313.400			0.000
<b>SCHOOL LEVEL TOTALS</b>			100,398	20.00000	2,007,960.000	0.41500	<b>833,303.400</b>	833,303.400			0.000

<b>SUMMARY OF REPORTING BURDEN</b>											
<b>State Agency Level</b>			57		2,250.400		5,482.300	5,482.300			0.000
<b>School Food Authority Level</b>			20,710		405,974.000		471,132.580	469,072.580	2,060.000	0.000	2,060.000
<b>School Level</b>			100,398		2,007,960.000		833,303.400	833,303.400			0.000
<b>Total Reporting Burden</b>			<b>121,165</b>	19.94127	<b>2,416,184.400</b>	0.54214	<b>1,309,918.280</b>	1,307,858.280	2,060.000	0.000	2,060.000

**RECORDKEEPING**

CFR Citation	Title	Form number	Estimated # Recordkeepers	Records Per Recordkeeper	Total Annual Records (Col. Dx E)	Estimated Avg. # of Hours Per Record	Estimated Total Hours (Col. Fx G)	Previously Approved	Due to Program Change	Due to an Adjustment	Total Difference
<b>State Agency Level</b>											
210.10 (1)	Establishes guidelines and approves school Food authorities menu planning alternatives.		57	1	57.000	1	57.000	57.000			0.000
210.10 (1)	Modifies menu planning alternatives or develops menu planning alternatives.		5	1	5.000	20	100.000	100.000			0.000
210.15 (a)(6) & 210.18 (h)(3)	Records of reviews of Civil Rights compliance by SFAs.		57	69	3,933.000	0.1	393.300	393.300			0.000
210.23(b)	Records of Civil Rights complaints handled by the SA, including all relevant correspondence and documentation of corrective action.		57	on occasion							0.000
210.18(i)(1), 210.18(p)(2), & 210.18(b)(7)	SA's criteria for selecting small school food authorities for follow-up reviews.		57	1	57.000	1	57.000	57.000			0.000
210.18(p) & 210.19(d)	Records of reviews of SFAs for purposes other than CRE		57	5.4	307.8	1.25	384.75	384.750			0.000
210.18 (k), 210.18 (p), & 210.20 (b)(6)	SA records which document the details of all reviews, and the degree of compliance with the critical and general areas of review. To include documented action on file for review by FNS.		57	93.23	5,314.110	1.3	6,908.343	6,908.343			0.000
210.18 (p)(3), 210.18 (g)(1), & (i)(A)(1)	SA's statistical sampling methodology for reviewing free and reduced-priced meal applications on CRE reviews.		7	1	7.000	40	280.000	280.000			0.000
210.19 (a)(4)	Reports on the results of investigations of complaints received or irregularities noted in connection with NSLP.		57	on occasion							0.000
210.19 (a)(5)	Contracts awarded by SFAs to FSMCs		57	30	1,710.000	0.4	684.000	207.324	476.68	0	476.676
210.19 (c) & 210.18 (p)	Documentation of fiscal action taken to disallow improper claims submitted by SFAs, as determined through claims processing, CRE reviews, and USDA audits. Contracts awarded by SFAs to FSMCs		57	139	7,923.000	0.33	2,614.590	2,614.590			0.000
210.19 (f)	SA collects and maintains a listing of all elementary schools in NSLP with at least 50% eligibility.		57	1	57.000	2	114.000	114.000			0.000
210.20 (b) (1) & 210.20 (b) (2)	Accounting records and source documents to control the receipt, custody and disbursement of Federal NSLP funds, including documentation to support reimbursement payments submitted to FNS, approved alternatives and follow-up activity.		57	4133	235,581.000	0.25	58,895.250	58,895.250			0.000
210.28 (f)	Records pertaining to annual food preference survey of SFAs.		57	1	57.000	3	171.000	171.000			0.000
210.20(b)(12)	Maintain records of food safety inspections obtained by schools.		57	363.33	20,710	0.25	5,177.50	5,177.500			0.000
<b>STATE AGENCY LEVEL TOTALS</b>			57	4,837.17386	275,718.910	0.27505	75,836.733	75,360.057	476.676	0.000	476.676

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<b>School Food Authority Level</b>											
210.10(1)	Adopt menu planning alternatives, modify menu planning alternatives or develop menu planning alternatives and submit them to the State agency for approval		2,500	1	2,501	10.5	26,260.500	26,260.500			0.000
210.8 (a) & 210.15 (b)(1)	Documentation of participation data by school, each month's Claim for Reimbursement, and all data used in the claims review process.		20,710	10	207,100.000	10	2,071,000.000	2,071,000.000			0.000
210.9 (b)(18) & 210.15 (b)(4)	Names of children approved for meals based on documentation certifying that the child is included in a household currently approved to receive benefits under the Food Stamp or TANF programs.		150	1	150	5	750.000	750.000			0.000
210.9(b)(18) & 210.15(b)(4)	Currently approved and denied applications for free and reduced-priced meals.		20,710	1	20,710.000	2.66	55,088.600	55,088.600			0.000
210.17(h)	Records to account for State funds counted toward the State revenue matching requirements.		20,710	1	20,710.000	1	20,710.000	20,710.000			0.000
210.18 (k)(2)	Documentation of corrective action taken on program disclosed by review or audit.		4,142	1	4,142.000	3	12,426.000	12,426.000			0.000
<b>SCHOOL FOOD AUTHORITY LEVEL TOTALS</b>			<b>20,880</b>	<b>12.227634099617</b>	<b>255,313.000</b>	<b>8.5629603663</b>	<b>2,186,235.100</b>	<b>2,186,235.100</b>			<b>0.000</b>
<b>School Level</b>											
210.10 (a), 210.15(b)(2), 210.15(b)(3) & 210.14a(1)	Schools shall maintain production, menu, and nutritional analysis records to demonstrate that meals meet the Dietary Guidelines and other requirements.		58,231	180	10,481,580.000	0.28	2,934,842.400	2,934,842.400			0.000
210.10a(i)(1)	Certification of child's inability to eat lunch and recommendation for alternate foods.		100,398	1	100,398.000	0.5	50,199.000	50,199.000			0.000
210.13(b) & 210.15(b)(1)	School food safety inspections.		100,398	2	200,796.000	0.083	16,666.068	16,666.068			0.000
	Records of daily lunches served by category-free, reduced, paid.		100,398	180	18,071,640.000	0.161	2,909,534.040	2,909,534.040			0.000
<b>SCHOOL LEVEL SUBTOTALS</b>			<b>101,151</b>	<b>285.26079</b>	<b>28,854,414.000</b>	<b>0.20486</b>	<b>5,911,241.508</b>	<b>5,911,241.508</b>			<b>0.000</b>
<b>SUMMARY OF REPORTING BURDEN</b>											
<b>State Agency Level</b>			<b>57</b>		<b>275,718.910</b>		<b>75,836.733</b>	<b>75,360.057</b>	<b>476.676</b>	<b>0.000</b>	<b>476.676</b>
<b>School Food Authority Level</b>			<b>20,880</b>		<b>255,313.000</b>		<b>2,186,235.100</b>	<b>2,186,235.100</b>			<b>0.000</b>
<b>School Level</b>			<b>100,398</b>		<b>28,854,414.000</b>		<b>5,911,241.508</b>	<b>5,911,241.508</b>			<b>0.000</b>
<b>Total Reporting Burden</b>			<b>121,335</b>	<b>242.18441</b>	<b>29,385,445.910</b>	<b>0.27814</b>	<b>8,173,313.341</b>	<b>8,172,836.665</b>	<b>476.676</b>	<b>0.000</b>	<b>476.676</b>

**ICR #0584-0006, 7 CFR Part 210, National School Lunch Program**

	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
<b>Total Reporting Burden</b>	121,165	19.941273	2,416,184.400	0.542	<b>1,309,918.280</b>	1,307,858.280	2,060.000	0.000	2,060.000
<b>Total Recordkeeping Burden</b>	121,335		29,385,445.910	0.278	<b>8,173,313.341</b>	8,172,836.665	476.676	0.000	476.676
<b>TOTAL BURDEN FOR #0584-0006</b>	<b>121,165</b>	19.941273	<b>2,416,184.400</b>	3.924879	<b>9,483,231.621</b>	9,480,694.945	2,536.676	0.000	2,536.676

*Changes associated with Procurement Rule*