

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 |
|--|--|-------------|-------------------------|--------------------------|-----------------------------------|--|----------------------------------|---------------------|-----------------------|----------------------|------------------|
| State Agency Level | | | | | | | | | | | |
| 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. | FNS-10 | 57 | 4.00 | 228.00 | 3.20 | 729.600 | 729.600 | | | 0.000 |
| 210.8 (b)(4) | 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 |
| 210.18(d)(1) 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(h)(6) | SA shall confirm that each SFA has a food safety program based on HACCP principles | | 57 | 1.00 | 0.00 | 1.00 | 0.000 | 0.000 | 3,477.000 | 0.000 | 3,477.000 |
| 210.18 (j) | 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 (q) | 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 |
| STATE AGENCY LEVEL TOTALS | | | 57 | 39.48070 | 2,250.400 | 2.43614 | 5,482.300 | 5,482.300 | 3,477.000 | 0.000 | 3,477.000 |
| School Food Authority Level | | | | | | | | | | | |
| 210.8 (b) | Submit claim for reimbursement and supporting data | | 20,858 | 12 | 250,296.000 | 1.5 | 375,444.000 | 372,780.000 | | | 2,664.000 |
| 210.8 (b)(1) | 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)(2) | Report the total number of children approved for free and reduced priced lunches as of the last day of operation in October. | | 20,858 | 1 | 20,858.000 | 0.08 | 1,668.640 | 1,656.800 | | | 11.840 |
| 210.9(a) and (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 |
| 210.13(a) | Each SFA must develop a food safety program based on HACCP principles for each food preparation and service facility under its jurisdiction. | | 20,858 | 1 | 0.000 | 76 | 0.000 | 0.000 | 1,573,960.000 | | 1,573,960.000 |
| 210.15(a)(7) | Collect the number of food inspections obtained and report to state agency. | | 20,858 | 1 | 20,858.000 | 0.5 | 10,429.000 | 10,355.000 | | | 74.000 |
| 210.16(a) | SFA provide procurement materials to SA for approval. | | 1,648 | 1 | 1,648.000 | 1.500 | 2,472.000 | 2,472.000 | | | 0.000 |

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|---|---|-------------|-------------------------|--------------------------|-----------------------------------|--|----------------------------------|---------------------|-----------------------|----------------------|------------------|
| 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 |
| 210.19(a)(2) | SFAs meet the requirements to account for all revenues and expenditures of nonprofit food service. | | 20,858 | 4 | 83,432.000 | 0.33 | 27,532.560 | 27,337.200 | | | 195.360 |
| SCHOOL FOOD AUTHORITY LEVEL TOTALS | | | 20,858 | 19.59143 | 408,638.000 | 1.16014 | 474,077.780 | 471,132.580 | 1,573,960.000 | 0.000 | 1,576,905.200 |

| School Level | | | | | | | | | | | |
|----------------------------|---|--|---------|----------|---------------|---------|--------------------|-------------|-------|-------|------------|
| 210.9(b) | Daily counts of paid, reduced priced and free lunches served. | | 101,747 | 10 | 1,017,470.000 | 0.5 | 508,735.000 | 501,990.000 | | | 6,745.000 |
| 210.19(a)(2) | Cafeteria sales (for inclusion in net cash resources) | | 101,747 | 10 | 1,017,470.000 | 0.33 | 335,765.100 | 331,313.400 | | | 4,451.700 |
| SCHOOL LEVEL TOTALS | | | 101,747 | 20.00000 | 2,034,940.000 | 0.41500 | 844,500.100 | 833,303.400 | 0.000 | 0.000 | 11,196.700 |

| SUMMARY OF REPORTING BURDEN | | | | | | | | | | | |
|------------------------------------|--|--|----------------|----------|----------------------|---------|----------------------|---------------|---------------|-------|---------------|
| State Agency Level | | | 57 | | 2,250.400 | | 5,482.300 | 5,482.300 | 3,477.000 | 0.000 | 3,477.000 |
| School Food Authority Level | | | 20,858 | | 408,638.000 | | 474,077.780 | 471,132.580 | 1,573,960.000 | 0.000 | 1,576,905.200 |
| School Level | | | 101,747 | | 2,034,940.000 | | 844,500.100 | 833,303.400 | 0.000 | 0.000 | 11,196.700 |
| Total Reporting Burden | | | 122,662 | 19.93958 | 2,445,828.400 | 0.54135 | 1,324,060.180 | 1,309,918.280 | 1,577,437.000 | 0.000 | 1,591,578.900 |

RECORDKEEPING

| CFR Citation | Title | Form number | Estimated # Recordkeepers | Records Per Recordkeeper | Total Annual Records (Col. DxE) | 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 Level | | | | | | | | | | | |
| 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 |
| 210.18(i) | SA's criteria for selecting school food authorities for follow-up reviews. | | 57 | 1 | 57.000 | 1 | 57.000 | 57.000 | | | 0.000 |
| 210.18 (k), 210.18 (p), & 210.20 (b) | 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) | 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)(1)(i) | Establishes guidelines and approves school Food authorities menu planning alternatives. | | 57 | 1 | 57.000 | 1 | 57.000 | 57.000 | | | 0.000 |
| 210.19 (a)(1)(v) | Modifies menu planning alternatives or develops menu planning alternatives. | | 5 | 1 | 5.000 | 20 | 100.000 | 100.000 | | | 0.000 |
| 210.19 (a)(6) | Contracts awarded by SFAs to FSMCs | | 57 | 30 | 1,710.000 | 4 | 684.000 | 684.000 | | | 0.000 |
| 210.19 (b) | Records pertaining to annual food preference survey of SFAs. | | 57 | 1 | 57.000 | 3 | 171.000 | 171.000 | | | 0.000 |
| 210.19 (c) | 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) & (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 |
| 210.20(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 |
| STATE AGENCY LEVEL TOTALS | | | 57 | 4,831.77386 | 275,411.110 | 0.27396 | 75,451.983 | 75,451.983 | 0.000 | 0.000 | 0.000 |
| School Food Authority Level | | | | | | | | | | | |
| 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. | | 20,858 | 10 | 208,580.000 | 10 | 2,085,800.000 | 2,071,000.000 | | | 14800.000 |
| 210.9(b)(18) & 210.15(b)(4) | Currently approved and denied applications for free and reduced-priced meals. | | 20,858 | 1 | 20,858.000 | 2.66 | 55,482.280 | 55,088.600 | | | 393.680 |

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|--|--|-------------|---------------------------|--------------------------|---------------------------------|--------------------------------------|----------------------------------|----------------------|-----------------------|----------------------|--------------------|
| 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 |
| 210.1 | 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 | 2,500 | 10.5 | 26,250.000 | 26,250.000 | | | 0.000 |
| 210.17(h) | Records to account for State funds counted toward the State revenue matching requirements. | | 20,858 | 1 | 20,858.000 | 1 | 20,858.000 | 20,710.000 | | | 148.000 |
| 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 |
| SCHOOL FOOD AUTHORITY LEVEL TOTALS | | | 20,858 | 12.325630453543 | 257,088.000 | 8.5634735188 | 2,201,566.280 | 2,186,224.600 | 0.000 | 0.000 | 148.000 |
| School Level | | | | | | | | | | | |
| 210.10 (a), 210.15(b)(2) - (3), and 210.14(a)(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 |
| 210.10(a)(i)(1) | Certification of child's inability to eat lunch and recommendation for alternate foods. | | 101,747 | 1 | 101,747.000 | 0.5 | 50,873.500 | 50,199.000 | | | 674.500 |
| 210.13(b) | School food safety inspections. | | 101,747 | 2 | 203,494.000 | 0.083 | 16,890.002 | 16,666.068 | | | 223.934 |
| 210.15(b)(1) | Records of daily lunches served by category-free, reduced, paid. | | 101,747 | 180 | 18,314,460.000 | 0.161 | 2,948,628.060 | 2,909,534.040 | | | 39094.020 |
| 210.15(b)(5) | Schools maintain records from food safety program. | | 101,747 | 0 | 0.000 | 0.02 | 0.000 | 0.000 | 0.000 | 0.000 | 361,433.000 |
| SCHOOL LEVEL SUBTOTALS | | | 101,747 | 286.01611 | 29,101,281.000 | 0.20450 | 5,951,233.962 | 5,911,241.508 | 0.000 | 0.000 | 401,425.454 |
| RECORDKEEPING BURDEN | | | | | | | | | | | |
| State Agency Level | | | 57 | | 275,411.110 | | 75,451.983 | 75,451.983 | 0.000 | 0.000 | 0.000 |
| School Food Authority Level | | | 20,858 | | 257,088.000 | | 2,201,566.280 | 2,186,224.600 | 0.000 | 0.000 | 148.000 |
| School Level | | | 101,747 | | 29,101,281.000 | | 5,951,233.962 | 5,911,241.508 | 0.000 | 0.000 | 401,425.454 |
| TOTAL RECORDING KEEPING BURDEN | | | 122,662 | 241.58892 | 29,633,780.110 | 0.27766 | 8,228,252.225 | 8,172,918.091 | 0.000 | 0.000 | 401,573.454 |