

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		20,710	12	248,520.000	1.5	372,780.000	372,780.000			0.000
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.		20,710	1	20,710.000	0.08	1,656.800	1,656.800			0.000
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.		20,710	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.		20,710	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	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.		20,710	4	82,840.000	0.33	27,337.200	27,337.200			0.000
SCHOOL FOOD AUTHORITY LEVEL TOTALS			20,710	19.60280	405,974.000	1.16050	471,132.580	471,132.580	1,573,960.000	0.000	1,573,960.000

School Level											
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
SCHOOL LEVEL TOTALS			100,398	20.00000	2,007,960.000	0.41500	833,303.400	833,303.400	0.000	0.000	0.000

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			20,710		405,974.000		471,132.580	471,132.580	1,573,960.000	0.000	1,573,960.000
School Level			100,398		2,007,960.000		833,303.400	833,303.400	0.000	0.000	0.000
Total Reporting Burden			121,165	19.94127	2,416,184.400	0.54214	1,309,918.280	1,309,918.280	1,577,437.000	0.000	1,577,437.000

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) & 210.20 (b)	To include corrective action on file for review by FNS including a corrective action plan resulting from reviews.		57	93.23	5,314.110	1.3	6,908.343	6,908.343			0.000
210.18 (p)	SA records which document the details of all reviews, and the degree of compliance with the critical and general areas of review.		57	1	57.000	1	57.000	280.000			-223.000
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	6,840.000	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			-223.000
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	365.93	20,858	0.25	5,214.50	5,177.500			0.000
STATE AGENCY LEVEL TOTALS			57	4,835.24754	275,609.110	0.29543	81,421.983	75,451.983	0.000	0.000	-446.000
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
210.10	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		275,609.110		81,421.983	75,451.983	0.000	0.000	-446.000
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	241.59053	29,633,978.110	0.27786	8,234,222.225	8,172,918.091	0.000	0.000	401,127.454