

REPORT OF THE CHILD AND ADULT CARE FOOD PROGRAM

OMB CLEARANCE NUMBER 0584-0078

Debbie Hill, Program Analyst

Food and Nutrition Service, USDA

Child Nutrition Division

Program Analysis and Monitoring Branch

Special Nutrition Program

3101 Park Center Drive

Alexandria, VA 22302

PH: 703-305-2638

Debbie.hill@fns.usda.gov

A. JUSTIFICATION

1. Circumstances that make the collection of information necessary.

The purpose of the Report of the Child and Adult Care Food Program (FNS-44) is to collect information from eligible programs that provide nutritious meals and snacks to program participants. The Child and Adult Care Food Program (CACFP) is mandated by Section 17 of the Richard B. Russell National School Lunch Act (42 U.S.C. 1766).

2. Purpose and use of the information.

Program participants who use the FNS-44 must submit a 30-day and a 90-day report. Monthly data is limited to meal counts eligible for Federal reimbursement. The data is closely monitored by the FNS administrator, the Child Nutrition Division, and the Financial Management Divisions in order to analyze progress in the program and to make monthly adjustments to State agency funding requirements. If this data were not collected, FNS would be unable to monitor the proper use of program funds.

3. Use of information technology and reduce burden.

FNS is committed to complying with the E-Government Act, 2002 to promote the use of the Internet and other information technologies to provide increased opportunities for citizen access to Government information and services, and for other purposes. All 55 state agencies participating in the CACFP transfer their completed FNS-44 form to FNS electronically via the Food Programs Reporting System (FPRS) at

<https://www.FPRS.usda.gov>.

4. Efforts to identify duplication and use of similar information.

There is no similar information available.

5. Impact on businesses or other small entities.

Information being requested or required has been held to the minimum required for the intended use. Although smaller SA record fewer transactions involving the CACFP, they delivered the same program benefits and perform the same function as any other SA. Thus, they maintain the same kinds of information on file. FNS estimates that one percent of our respondents are small entities, approximately one respondent.

6. Consequence of collecting the information less frequently.

Collecting data less frequently would not allow FNS to properly monitor program funding and program trends.

7. Special circumstances relating to guidelines in 5 CFR 1320.6.

The information collection is at variance with the guideline in requiring reporting more often than quarterly. Respondents are asked to submit 30-day and 90-day reports so that State agency funding needs may be met in a timely manner during the fiscal year.

There are no other special circumstances. The collection of information is conducted in a manner consistent with the guidelines in 5 CFR 1320.5

8. Comments in response to the Federal Register Notice and efforts to consult outside agency.

A notice was published in the Federal Register on July 30, 2008 (Volume 73 Number 147 pages 44217). No public comments were received in response to the notice.

FNS consults with Regional Offices regarding any proposed changes as the result of legislative, regulatory or administrative changes. Regional offices are in constant contact with State agencies which provides feed back on FNS processes and procedures for this information collection.

9. Explanation of any payment or gift to respondents.

No payment or gift was provided to respondents.

10. Assurance of confidentiality provided to respondents.

The Department will comply with the Privacy Act of 1974.

11. Justification for sensitive questions.

There are no questions of a sensitive nature included in this clearance package.

12. Provide estimates of the hour burden including annualized hourly cost.

Form FNS-44 collects information from 55 State agencies on both a 30-day and a 90-day basis. Most State agencies submit “30-Day” and 90-Day” FNS-44 reports, along with one revised “90-Day” FNS-44 report due to audits, investigations, or Management Evaluations.

The overall average is three submissions per State agency per reporting month.

The estimated average burden hours per State agency has been determined to be one hour per response based on consultations with the State agencies submitting reports.

Table 12.1.A Reporting Burden

Affected Public	(b) Form Number	(c) No. Respondents	Annual Number of Reports	(d) No. Responses Per Respondent	(e) Est. Total Annual Responses (cxd)	(f) Hours Per Response	(g) Total Burd (exf)
Reporting Burden							

State Agencies	FNS-44	55	12	3	1980	1.00	19
Total Annual Burden Estimates		55	12	3	1980	1.00	19

All state agencies participating in CACFP are automated and are able to submit the FNS-44 electronically.

TOTAL COST TO THE PUBLIC = 1,980 hours X \$20.12 per hour = \$ 3822.80

*These salary estimates are the Mean Annual and Mean Hourly wage estimates for State Government employees for calendar year 2007 obtained from the U.S. Department of Labor, Bureau of Labor Statistics (BLS). As of the date of this submission, the 2006 data is the latest data available from BLS for State Government employee salaries.

<http://www.bls.gov/oes/2006/may/oes211099.htm>

13. Estimate of other total annual cost burden to respondents or recordkeepers.

There are no start-up or annual maintenance costs for this collection of information.

14. Annualized cost to the Federal government.

The Federal cost has been developed by estimating the various costs involved in the design, development, and collection of the report; coding, tabulation, and analysis of the results; etc.

Collection, design, and development.....	\$ 9,600
Receipt and processing (coding & tabulation).....	47,300
Disposition	<u>13,000</u>
TOTAL FEDERAL COST	69,900

15. Explanation of program changes or adjustments.

The change is due to an adjustment in the number of State Agencies (SAs) that are required to submit the FNS-44 report to FNS and the decrease in the hours per response. The number of SAs administering the CACFP Program increased from 53 to 55 and the burden hours per response decreased from 3 hours to 1 hour. The decrease in the hours per response is because state agencies are all now receiving electronic reports from their sponsors and they are able to submit the FNS-44 electronically. Thus, the burden has decreased by 3,744 burden hours.

In addition, a few revisions were made to the FNS-44. The revisions include changing the word supplement to snack, correcting misspelled words such as emergency and revising column headings in the charts on page 2.

16. Plans for tabulation and publication and project time schedule.

This submission does not involve the collection of information by statistical methods.

17. Reasons that display of OMB expiration date is inappropriate.

We are not seeking approval concerning the display of the expiration date.

18. Exception to the Certification for Paperwork Reduction Act submissions.

There are no exceptions to the certification statement.