

Reporting				
State Agency Level				
245.4 (d)	Puerto Rico and Virgin Islands SAs develop survey design for triennial survey, and submit to FNS for approval.		2	1
		SAs		
245.4 (c)	Puerto Rico and Virgin Islands conduct survey to develop factor for withdrawal of funds from Letter of Credit; submit survey results and withdrawal factors to FNS for approval.		2	1
		SAs		
245.9 (d) (4)	SA reports meal counts and reimburse Provision 3 schools under one of 3 methods		14	1
		SA		
245.11 (a)	SAs distribute prototype free and reduced price policy statement.		54	1
		SAs		
		21/		
245.11 (g)	SAs shall report Provisions 2 and Provisions 3 data to FNS for the October.		54	1
		SAs		
State Agency Level Subtotals				
School Food Authority/ Sponsor Level				
				18/
245.6 (c) (1)	SFAs using direct certification must provide households with written notice that children are eligible for free meals.		10083	199
		SFAs		
245.6a (a)	SFAs calculate the number of households to verify.		16342	1
		SFAs		
245.6a (a) (2)	SFAs notify households of selection for verification.		16342	1

			SFAs	
245.6a (b) (1)	SFAs review written evidence and calculate current income to determine if household is entitled to benefits receiving.		16342	6.5
			SFAs	
245.9 (c)	SFAs of schools under Special Assistance Provisions #1 or #2 must identify those schools in its free and reduced policy statement and certify their eligibility for the first year of operation.		9/ 121	1
			SFAs	
245.10 (a)	SFAs submits to SA for approval free and reduced policy statement		20780	1
			SFAs	
245.13 (a)	SFAs of schools selected for participation in the U.S. Department of Education's Public School Civil Rights Survey to gather data on race and ethnic background of children for whom applications for free and reduced price meals have been submitted.		3000	1
	School Food Authority/Sponsor Level Subtotals			
	School/Site Level			
				20/
245.6 (b) (1)	Schools provide written notice to each family denied benefits.		101000	6.5
			Schools	
245.9 (b) (2)	Schools under Special Assistance Provision #2 report meal counts to the SFA during first year of the 3-year cycle and only meal totals during the second and third years.		287	36
			Schools	
	School/Site Level Subtotals			
	Household Level			
245.6a (b) (1)	Households assemble written		14/	

Recordkeeping

OB Section of Regulations	Title	Form number If Any	Estimated Number of Respondents	Reports Filed Annually
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Recordkeeping

State Agency Level

245.3 (a)	SA announces eligibility guidelines and maintains documentation that it has done so.		54	1
245.4 (e)	Puerto Rico and Virgin Islands SAs maintain on file all information related to their statistical surveys.		2	1
245.9 (c)	SA approve extension for Provision 2 and make annual adjustments for Provision 3.		29	1
245.9 (d)	SA must review and evaluate the socioeconomic data submitted by the SFA.		XXXXXXXXXXXX	

State Agency Level Subtotals

School Food Authority/Sponsor Level

245.5 (a) (1) 245.7	SFAs develop notice to parents containing eligibility criteria, and maintain documentation of having done so.		20,780	1
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2.000	3	6.000
2.000	83	166.000
14.000	5	70.000
54.000	0.25	13.500
	22/	
54.000	12	648.000
126.000		903.500
2,006,517.000	0.08	160,521.360
		12/
16,342.000	0.33	5,392.860
	13/	
16,342.000	1	16,342.000

143,797.000	0.5	71,898.500
12,223.000	0.167	2,041.241
4,138,810.000	0.07	289,716.700
25,716.000	-0.1	(2571.6)
26,787.000	(0.1)	(2,678.7)
4,347,333.000		363,656.441
126.000		903.500
2,148,545.000		241,379.820
666,832.000		52,520.000
4,347,333.000		363,656.441
7,162,836.000		658,459.761

Total Annual Responses (col. DxE)	Estimated Avg. No. of Manhours Per Response	Estimated Total Manhours (col. FxG)
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54.000 0.25 13.500

2.000 1.5 3.000

29.000 1 29.000

XXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX

XXXXXXXXXX XXXXXXXXXXXXXXXX

20,780.000 0.25 5,195.000

REPORTING

(Attachment I)

Section of Regulations	Activity	Form number (If Any)	Estimated Number of Respondents	Reports Filed Annually	Total Annual Responses (col. DxE)	Estimated Avg. No. of Manhours Burden Hours Per Response	Estimated Total Burden Hours (col. FxG)
A	B	C	D	E	F	G	H
REPORTING							
State Agency Level							
220.5	SA prepares and submits requests for cash for its Letter of Credit, for use in paying SBP claims.		57	40	2,280.000	0.25	570.000
220.13 (b) (1)	SA reports cash disbursed to SFAs in payment of their SBP claims.		57	4	228.000	3.2	729.600
220.13 (b) (2)	Justification supporting the adjustment reported on the FNS - 10.		57	4	228.000	5	1,140.000
220.13 (l)	SA reports data containing name of school, address, type of organization, and amount of funds provided to institution		57	1	57.000	1	57
220.15 (c)	SA prepares written response to USDA audits of SBP operations at the State and local levels.		19	1	19.000	3	57.000

220.19	Grant Closeout Report		57	2	114.000	9	1,026.000
	STATE AGENCY LEVEL						
	SUBTOTALS				2,926.000		3,579.600
	SCHOOL FOOD AUTHORITY LEVEL						
220.11 (b)	SFA prepares claim for reimbursement and submits to the SA.		18765	10	187,650.000	1.08	202,662.000
220.11 (b)	Revised claim for reimbursment and supporting statement justifying the adjustment.		1002	1	1,002.000	0.75	751.500
220.15 (c)	Prepares written response to USDA audits of SBP operations at the State and local levels.		76	1	76.000	5	380.000
	SCHOOL FOOD AUTHORITY LEVEL						
	SUBTOTALS				188,728.000		203,793.500
	SCHOOL LEVEL						

REPORTING

(Attachment I)

220.11 (b)	Schools operating the SBP submit counts of paid, reduced-price and free breakfasts served, to the SFA.		81517	10	815,170.000	0.05	40,758.500
	SCHOOL LEVEL SUBTOTALS				815,170.000		40,758.500
	SUMMARY BY LEVEL OF MANAGEMENT						
	State Agency Burden		57		2,926.000		3,579.600
	School Food Authority Burden		18765		188,728.000		203,793.500
	School Level		81517		815,170.000		40,758.500
	REPORTING GRAND TOTAL				1,006,824.000		248,131.600