	Reporting		
	State Agency Level		
			1
245.4 (d)	Puerto Rico and Virgin	2	1
	Islands SAs develop sur-	SAs	
	vey design for triennial		
	survey, and submit to FNS		
	for approval.		
245.4 (c)	Puerto Rico and Virgin Islands	2	1
	conduct survey to develop factor	SAs	
	for withdrawal of funds from Latter		
	of Credit; submit survey results		
	and withdrawal factors to FNS		
	for approval.		
245.9 (d) (4)	SA reports meal counts and	14	1
	reimburse Provision 3 schools	SA	
	under one of 3 methods		
245.11 (a)	SAs distribute prototype free	54	1
	and reduced price policy	SAs	
	statement.		
$24E_{11}(\alpha)$	CAs shall report Dravisions 2 and	21/ 54	1
245.11 (g)	SAs shall report Provisions 2 and Provisions 3 data to FNS for the	SAs 54	
	October.		
	State Agency Level Subtotals		
	Sahaal Food Authority/		
	School Food Authority/ Sponsor Level		
		18/	
245.6 (c) (1)	SFAs using direct certification	10083	199
	must provide households with	SFAs	
	written notice that children are		
	eligible for free meals.		
245.6a (a)	SFAs calculate the number of	16342	1
0.04 (4)	households to verify.	SFAs	
245.6a (a) (2)	SFAs notify households of selection for verification.	16040	1
		16342	1

		SFAs	
0.45.0 (1) (4)		100.10	
245.6a (b) (1)	SFAs review written evidence	16342	6.5
	and calculate current income	SFAs	
	to determine if household is		
	entitled to benefits receiving.		
245.9 (c)	SFAs of schools under Special	9/ 121	1
. ,	Assistance Provisions #1 or #2	SFAs	
	must identify those schools in		
	its free and reduced policy		
	statement and certify their		
	eligibility for the first year of		
	operartion.		
/ >			
245.10 (a)	SFAs submits to SA for approval	20780	1
	free and reduced policy statement	SFAs	
245.13 (a)	SFAs of schools selected for	3000	1
240.10 (u)	participation in the U.S. Depart-		
	ment 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.		
	School Food Authority/Sponsor		
	Level Subtotals		
	School/Site Level		
245.0 (b) (1)		20/	6.5
245.6 (b) (1)	Schools provide written notice to	101000	0.5
	each family denied benefits.	Schools	
245.9 (b) (2)	Schools under Special Assistance	287	36
	Provision #2 report meal counts to	Schools	
	the SFA during first year of the		
	3-year cycle and only meal totals		
	during the second and third years.		
	School/Site Level Subtotals		
	Household Level		
245.6a (b) (1)	Households assemble written	14/	

	evidence and send to SFA.	143797	1
		15/	
245.6a (b) (2)	Households cooperate with	12223	1
	collateral contacts.	households	
		5/	
245.6 (a)	Households complete application	4138810	1
	form.	households	
		16/	
245.9 (a)	Schools operating under Special	25716	1
	Assistance Provision #1 may re-	households	
	duce the annual certification of		
	children eligible for free meals to		
	once every two years.		
		16/	
245.9 (b)	Schools operating under Special	26787	1
	Assistance Provision #1 may re-	households	
	duce the annual certification of		
	children eligible for free meals to		
	once every three years.		
	Household Level Subtotals		
	Summary by Level of Management		
	State Agency Burden		
	School Food Authority Burden		
	School Burden		
	Household Burden		
	Reporting Grand Total		

Recordkeeping

OB Section of Regulations	Title	Form number If Any	Estimated Number of Respondents	Reports Filed Annually
	Recordkeeping			
	State Agency Level			
245.3 (a)	SA announces eligibility guide- lines and maintains document- ation 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.		****	
	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

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
2,000,517.000	0.08	100,521.500
16,342.000	0.33	12/ 5,392.860
10,042.000	0.00	0,002.000
	13/	
16,342.000	1	16,342.000

106 222 000	0.5	E2 111 E00
106,223.000	0.5	53,111.500
121.000	0.1	12.100
121.000	0.1	12.100
		19/
negligible		negligible
3,000.000	2	6,000.000
		0,0001000
2,148,545.000		241,379.820
656,500.000	0.08	52,520.000
000,000.000	0.00	52,520.000
10,332.000	-0.00556	57.446
666,832.000		52,520.000
000,002.000		52,520.000

Sheet1

0.5	71,898.500
0.167	2,041.241
0.07	289,716.700
-0.1	(2571.6)
(2.1)	(0,070,7)
(0.1)	(2,678.7)
	363,656.441
	903.500
	241,379.820
	52,520.000
	363,656.441
	658,459.761
	0.5

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

54.000	0.25	13.500
2.000	1.5	3.000
29.000	1	29.000

XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	xxxxxxxxxxxxxxx

XXXXXXXXXXXXX

XXXXXXXXXXXXXXXXX

20,780.000	0.25	5,195.000
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Section of	Title	Form number		Reports	Total Annual	Estimated Avg.	Estimated Total
Regulations		(If Any)	Number of	Filed	Responses	No. of Manhours	Manhours
			Respondents	Annually	(col. DxE)	Per Response	(col. FxG)
А	В	С	D	E	F	G	Н
	RECORDKEEPING						
	State Agency Level						
220.7 (a)	SA reviews and approves applications		57	173	9,861.000	0.25	2,465.250
220.9 (d)	SA determines whether school is in		57	1	57.000	6	342.000
	severe need based on criteria;						
	identifies the methods to be used in						
	determining whether schools meet the						
	criteria, and maintains on file.						
220.11 (b)	SA processes claims received from		57	1727	98,439.000	0.6	59,063.400
	SFAs for SBP reimbursement and						
	makes appropriate entries in its						
	accounting records.						
220.12 (a)	SA shall establish rules or regulations		57	1	57.000	2	114.000
	to control the sale of foods in compet-						
	ition with breakfasts served under the						
	program.						
220.13 (b)	SA makes appropriate accounting		57	40	2,280.000	0.083	189.240
220.13 (0)	entries to recognize receipt of cash		57	40	2,200.000	0.065	109.240
	withdrawn from its Letter of Cridit for						
	the SBP.						
220.13 (c)	SA prepares and files reports on		57	1	57.000	2	114.000

	investigations of complaints received					
	or irregularities noted in SBP					
	operations (including records of action					
	taken on findings).					
220.13 (f)	SA prepares and files records of all	57	52	2,964.000	2	5,928.000
	reviews of SFAs operating the SBP,					
	including records of corrective action					
	taken on deficiencies disclosed by					
	reviews .					
220.14 (d)	SA records action taken to disallow	57	60	3,420.000	1.33	4,548.600
220.11(0)	improper SBP claims submitted by			0,120.000	1.00	1,010.000
	SFAs and to recover amounts					
	improperly paid to SFAs.					
	STATE AGENCY LEVEL					
	SUBTOTALS			117,135.00		72,764.490
	SCHOOL FOOD AUTHORITY LEVEL					
220.11 (h)		10705	10	107 650 000		02.025.000
220.11 (b)	SFA consolidates breakfast counts for all SBP schools under its jurisdiction.	18765	10	187,650.000	0.5	93,825.000

220.14 (d)	Records of action taken to disallow	3480	1	3,480.000	0.75	2,610.000
	improper SBP claims submitted by					
	SFAs and to recover amounts					
	improperly paid to SFAs.					
	SCHOOL FOOD AUTHORITY LEVEL					
	SUBTOTALS			191,130.000		96,435.000
	SCHOOL LEVEL					
220.8 (a)	School shall maintain production,	39369	180	7,086,420.000	0.117	829,111.140
	menu, and nutritional analysis records					
	to demonstrate that meals meet the					
	Dietary Guidelines and other					
	requirements.					
220.11 (b)	School cafeteria staff count and record	81517	190	14,673,060.000	0.1	1,467,306.000
220.11 (b)	breakfasts by category (paid, reduced-	01517	100	14,073,000.000	0.1	1,407,300.000
	price, free) at the point of service.					
	SCHOOL LEVEL SUBTOTALS			21,759,480.000		2,296,417.140
						· ·
	SUMMARY BY LEVEL OF					
	MANAGEMENT					

RECORDKEEPING

	State Agency Burden			117,135.000	72,764.490
	School Food Authority Burden			191,130.000	96,435.000
	School Burden			21,759,480.000	2,296,417.140
	RECORDKEEPING TOTAL			22,067,745.00	2,465,617.000
		REPORTIN	G	100,339.00	
		RECORDKE	RECORDKEEPING REPORT ALL RESPONSES		
		ALL RESPO			
<u> </u>					
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