

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/	

	evidence and send to SFA.		143797	1
			15/	
245.6a (b) (2)	Households cooperate with collateral contacts.		12223	1
			households	
			5/	
245.6 (a)	Households complete application form.		4138810	1
			households	
			16/	
245.9 (a)	Schools operating under Special Assistance Provision #1 may reduce the annual certification of children eligible for free meals to once every two years.		25716	1
			households	
			16/	
245.9 (b)	Schools operating under Special Assistance Provision #1 may reduce the annual certification of children eligible for free meals to once every three years.		26787	1
			households	
	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
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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

RECORDKEEPING

(Attachment II)

Section of Regulations	Title	Form number (If Any)	Estimated Number of Respondents	Reports Filed Annually	Total Annual Responses (col. Dx E)	Estimated Avg. No. of Manhours Per Response	Estimated Total Manhours (col. FxG)
A	B	C	D	E	F	G	H
	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 severe need based on criteria; identifies the methods to be used in determining whether schools meet the criteria, and maintains on file.		57	1	57.000	6	342.000
220.11 (b)	SA processes claims received from SFAs for SBP reimbursement and makes appropriate entries in its accounting records.		57	1727	98,439.000	0.6	59,063.400
220.12 (a)	SA shall establish rules or regulations to control the sale of foods in competition with breakfasts served under the program.		57	1	57.000	2	114.000
220.13 (b)	SA makes appropriate accounting entries to recognize receipt of cash withdrawn from its Letter of Credit for the SBP.		57	40	2,280.000	0.083	189.240
220.13 (c)	SA prepares and files reports on		57	1	57.000	2	114.000

RECORDKEEPING

(Attachment II)

	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 reviews of SFAs operating the SBP, including records of corrective action taken on deficiencies disclosed by reviews .	57	52	2,964.000	2	5,928.000	
220.14 (d)	SA records action taken to disallow improper SBP claims submitted by SFAs and to recover amounts improperly paid to SFAs.	57	60	3,420.000	1.33	4,548.600	
STATE AGENCY LEVEL							
SUBTOTALS				117,135.00		72,764.490	
SCHOOL FOOD AUTHORITY LEVEL							
220.11 (b)	SFA consolidates breakfast counts for all SBP schools under its jurisdiction.	18765	10	187,650.000	0.5	93,825.000	

