

FNS Food Distribution Programs Burden Hour Estimates Final Food Service Management Rule

STATE, LOCAL, AND TRIBAL GOVERNMENTS

REPORTING

Sec. of Regs.	Title	Form No.	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. total Hours per Response	Est. total Burden
240.4	Cash In Lieu of Donated Foods for Nonresidential Child and Adult Care Institutions	FNS-44	Burden Contained in Docket #0584-0078				
240.5	Cash In Lieu of Donated Foods for Commodity Schools	FNS-10	Burden Contained in Docket #0584-0002				
240.6	Funds for SAs That Have Phased Out Facilities	FNS-10	Burden Contained in Docket #0584-0002				
247.4(a)(1) & (b)	Federal/State Agreements	FNS-74	Burden Contained in Docket #0584-0067				
247.4(a)(2) & (b) & (c)	State/Local Agreements		50	1	50	2	100
247.6(a-c)	State Plan		1	1	1	50	50
247.6(d)	State Plan Amendments		35	1	35	5	175
247.7(a)	Applications of Local Agencies		30	1	30	2	60
247.19(a)	Agreement to Prevent Dual Participation		60	1	60	1	60
247.23(b)	State Provision of Administrative Funds		20	0.25	5	150	750
247.26	Closeout Procedures		20	1	20	8	160
247.29(a) & (b) (2)(ii)	Receipt, Disposal, and Inventory of Donated Foods	FNS-153	20	12	240	6.3	1,512
247.29(a) & (b) (3)	Civil Rights Participation Data	FNS-191	Burden Contained In Docket # 0584-0025				
247.31(c)	Audit Responses		20	4	80	40	3,200
247.34	Management Reviews		35	3.6	72	8	576
250.13(f)	Report of Shipment Received, Over, Short, and/or Damaged	FNS-57	56	75.857	4,248	0.08	340
250.17(a)	Commodity Inventory Report	FNS-155	20	2.000	40	0.25	10
250.17(e)	Other Reporting						
	State Option Contract Program		20	3.000	60	2	120
	Multi-Commodity Food Requisition	FNS-53	20	105.000	2,100	2	4,200

250.69(f)	State Report of Commodities Distributed for Disaster Relief	FNS-292	Burden Contained in Docket #0584-0067				
253.5(a) & 254.3(a)	Plans of Operation		97	0.25	24	3	73
253.3(c)	Prime Vendor Pilot		23	1	23	1	23
253.8(b) & 254.3(a)	Commodity Inventories	FNS-152	97	12	1,164	2.5	2,910
253.8(f) & 254.3(a)	Damaged, or Out of Condition Commodities	FNS-57	97	1.546	150	0.25	38
253.5(h) & 254.4(a)	Records and Reports:						
	Plans of Operation		97	1	97	0.08	8
	Household Applications		97	824.742	80,000	0.08	6,400
	Reporting Changes		97	46.392	4,500	0.08	360
	Disposal of Out of Condition Commodities		25	1	25	0.08	2
	ITO Applications		97	1	97	0.08	8
	Commodity Inventories		97	12	1,164	0.08	93
	Damaged or Out of Condition Commodities		97	1.546	150	0.08	12
	Financial Status Reports		97	4.000	388	0.08	31
253.5(i) & 254.3(a)	Monitoring and Review of Program Operations		97	1	97	2	194
253.5(j) & 254.3(a)	Investigations and Complaints		97	1	97	3	291
253.7(h) & 254.3(a)	Fair Hearings		97	1	97	0.25	24
253.11(b) & 254.3(a)	Management of Administration Funds		97	1	97	0.5	49
TOTAL REPORTING			97	981.559	95,211	0.229	21,828

RECORDKEEPING

Sec. of Regs.	Title	Form No.	Est. No. of Recordkeepers	Est. # of Records per Recordkeeper	Total Annual Records	Est. total Hours per Record	Est. total Burden
240.4	Cash In Lieu of Donated Foods for Nonresidential Child Care Institutions		56	12.000	672	0.25	168
240.5	Cash In Lieu of Donated Foods for Commodity Schools		3	12.000	36	0.25	9

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240.6	Funds for States That Have Phased Out Facilities		56	93.643	5244	0.25	1,311
247.22	Record of Use of Funds		20	12	240	0.05	12
247.28(b)	Records of Receipt, Disposal & Inventory of Donated Foods		56	12.857	720	0.05	36
247.29(a)	Records of Fair Hearing Proceedings		20	36	720	0.05	36
247.30(d)(3)	Records of Participant Claims		56	8.929	500	0.08	40
TOTAL RECORDKEEPING			56	145.214	8,132	0.198	1,612

SUMMARY OF STATE, LOCAL, AND TRIBAL GOVERNMENT BURDEN

	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. total Hours per Response	Est. total Burden
Reporting	97	981.559	95,211	0.229	21,828
Recordkeeping				0.198	1,612
TOTAL	97	981.559	95,211	0.246	23,440

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PRIVATE - FOR PROFIT

REPORTING

Sec. of Regs.	Title	Form No.	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. total Hours per Response	Est. total Burden
250.17(c) & 250.30(m)	Processing Performance Reports		500	9	4,500	1	4,500
250.18	Mult-State Processor's Response to CPA Audit Deficiencies		30	2	60	4	240
250.18(b)	Multi-State Processor CPA Audits		30	1	30	0.33	10
250.30(c)(4)	Recordkeeping Requirements for All Processors		57	1	57	0.5	29
TOTAL: Summary of Private For Profit Burden			500	9.294	4,647	1.028	4,778

RECORDKEEPING

Sec. of Regs.	Title	Form No.	Est. No. of Recordkeepers	Est. # of Records per Recordkeeper	Total Annual Records	Est. total Hours per Record	Est. total Burden
240.4	Cash In Lieu of Donated Foods for Nonresidential Child Care Institutions		500	364.124	182,062	0.25	45,516
TOTAL RECORDKEEPING			500	364.124	182,062	0.250	45,516

SUMMARY OF PRIVATE FOR PROFIT

	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. total Hours per Response	Est. total Burden
Reporting	500	9.294	4,647	1.028	4,778
Recordkeeping				0.250	45,516
TOTAL	500	9.294	4,647	1.278	50,294

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PRIVATE - NOT FOR PROFIT

REPORTING

Sec. of Regs.	Title	Form No.	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. total Hours per Response	Est. total Burden
250.10(b) & 250.12 (a)	USDA Agreements with Private Agencies and Distributing Agencies	FNS-74	Burden Contained in Docket #0584-0067				
250.12(b)	Distributing Agency/Recipient Agency Agreement		11,211	0.25	2,803	0.2	561
250.12(e) & 250.14(d)	Storage Facility Agreements		250	0.25	63	0.33	21
250.12(f) & 250.30(c)	Processing Agreements With Distributing Agencies/Recipient Agencies		162	1	162	2	324
250.13(i)	Notification of Suspected Embezzlement, Misuse, Theft, etc.		57	1	57	0.33	19
250.14(a)(2)	Noncommercial Warehouse Evaluation		6	1	6	30	180
250.14(a) (4)(iv)	Cost Comparison of Existing Warehouse System with Commercial System		6	1	6	10	60
250.14(e)	Distributing Agency's Physical Inventory Reporting		97	1	97	2	194
250.14(f)	Recipient Agency Excessive Inventories		20	1	20	0.33	7
250.15(a)	Distribution Charges		97	0.33	32	0.25	8
250.15(f)(4)	Excess Funds Justification		5	1	5	0.33	2
250.17(b) & 250.30(o)	Processing Inventory Reports		57	4	228	4	912
250.19(b)	Distributing Agency's Management Evaluation System		97	1	97	0.33	32
250.22	Reporting Irregularities Found Through Complaints		78	20	1,560	0.33	515
250.30(k)	Processing Refund Applications		2,350	3	7,050	0.57	4,019
250.30(l)	Processing Contract Preparation Approval and Submission to FNS		19	12	228	2	456

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250.30(s)	Processing Manual		57	1	57	0.33	19
250.53	Contract Provisions Between RAs and Food Service Management Companies		2,783	1	2,783	1	2,783
250.69(a) & 250.70(a)	Emergency Organization Feeding Application to State for Disasters and Situations of Distress		500	1	500	0.02	10
250.69(g)	State Written Request for Replacement of Donated Disaster Foods		10	1	10	1	10
250.12(a) & 250.42(c)	Distributing Agency Agreements/Agreements for Cash in Lieu of Commodities	FNS-74	Burden Contained in Docket #0584-0067				
250.13(a)(6)	Destination Data for Delivery of Donated Foods	FNS-74	180	7	1,260	0.5	630
250.13(k) & 250.17(d)	Commodity Acceptability Reports	FNS-663	252	1	252	50	12,600
250.30(m)	Processor's Monthly Performance Reports and Processor's Inventory Reports	FNS-519A & 519B	40	13	520	3	1,560
250.58	Ordering Donated Foods and Their Provision to School Food Authorities	FNS-52	81	642	52,002	0.008	416
251.2(c) & 251.5(a)	Federal-State Agreements and State Agency Recipient Agency Agreements	FNS-74	Burden Contained in Docket #0584-0067				
251.4(g)	Availability and Control of Commodities		56	1	56	2	112
251.4(j)	Inter Agency Agreements		2	1	2	0.5	1
251.4(l)	Commodity Losses and Claims Determinations		100	1	100	8	800
251.6(b)	State Agency Distribution Plan		56	0.25	14	19	266
251.9(e) & 251.10(d) (1)	Report of State Administrative Cost Matching Requirements	FNS-667	55	5	275	3.5	963
251.10(e)	Monitoring Eligible Recipient Agencies		56	1	56	2	112
TOTAL REPORTING			2,783	25.261	70,300	0.392	27,589

RECORDKEEPING

Sec. of Regs.	Title	Form No.	Est. No. of Recordkeepers	Est. # of Records per Recordkeeper	Total Annual Records	Est. total Hours per Record	Est. total Burden
250.10(b) & 250.12(a)	USDA Agreements with Private Agencies/Distributing Agencies	FNS-74	Burden Contained in Docket #0584-0067				
250.12(b)	Distributing Agency Agreements with Recipient Agencies		11,211	1	11,211	0.08	897

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250.12(e) & 250.14(d)	Storage Facility Agreement		250	1	250	0.08	20
250.12(f) & 250.30(c)(1)	Processing Contracts		166	1	166	0.08	13
250.13(a)(1)(v)	Distributing Agency Documentation for the Transfer of Donated Foods		97	1	97	0.08	8
250.13(a)(5)	Distributing Agency Documentation of Method Used to Determine Commodity Value		68	1	68	0.08	5
250.14(c)	Storage Facility Reviews		97	1	97	0.08	8
250.14(e)	Physical Inventory Records		97	1	97	0.08	8
250.15(f)	Segregating Operating Funds		105,000	1	105,000	0.08	8,400
250.16 & 250.30	Maintenance of Records (Including Processor Contracts)		115,000	1	115,000	0.08	9,200
250.19(b)	Maintain Management Evaluation & Review Records		88	1	88	0.33	29
250.22	Distributing Agency Complaint Records		97	1	97	0.33	32
250.53 & 250.54	RA Recordkeeping and Reviews of Food Service Management Companies		2,783	1	2,783	0.25	696
250.64(f)	Records and Reports in the Pacific Islands		88	1	88	2	176
250.67(a) (2)(ii)	Correctional Institutions		300	1	300	0.08	24
250.69(a) & 250.70(a)	Records for Disaster Organizations Maintain Applications		1,000	1	1,000	0.02	20
251.2(c)(1)	Federal-State Agreements		56	1	56	0.08	4
251.2(c)(2) & 251.5(a)	State Agency-Eligible Recipient Agency Agreements		1,600	1	1,600	0.08	128
251.4(g)	Documentation of Transfer of Section 32 Commodities		56	1	56	0.33	18
251.4(h)	Inter-Agency Agreements		2	1	2	0.08	0
251.4(l)(5)	Claims and Adjustments		56	1	56	2	112
251.10(a)(1)	Receipt, Disposal, and Inventory of Commodities		56	1	56	5.67	318
251.10(a) (2)	Funds Paid to Eligible Recipient Agencies for Storage and Distribution		56	1	56	0.33	18
251.10(a)(3)	Eligibility Determination and Collection of Participating Household Information		1,600	1	1,600	419.9	671,840
TOTAL RECORDKEEPING			2,783	86.175	239,824	2.885	691,975

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SUMMARY OF PRIVATE - NOT FOR PROFIT BURDEN

	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. total Hours per Response	Est. total Burden
Reporting	2,783	25.261	70,300	0.392	27,589
Recordkeeping				2.885	691,975
TOTAL	2,783	25.261	70,300	10.236	719,564

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INDIVIDUAL OR HOUSEHOLD

REPORTING

Sec. of Regs.	Title	Form No.	Est. No. of Respondents	NO. OF Responses per Respondent	Total Annual Responses	Est. total Hours per Response	Est. total Burden
247.8 & 247.16(a)	Applications/Recertifications		15,172	64.989	986,020	0.28	276,086
253.7 & 254.3(a)	Certification of Household to Participate		4,567	1	4,567	0.51	2,329
TOTAL			15,172	65.290	990,587	0.281	278,415

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SUMMARY OF BURDEN

	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. total Hours per Response	Est. total Burden
State, Local, and Tribal Governments	97	981.559	95,211	0.246	23,440
Private For Profit	500	9.294	4,647	1.278	50,294
Private Not for Profit	2,783	25.261	70,300	10.236	719,564
Individual	15,172	65.290	990,587	0.281	278,415
	18,552		1,160,746		1,071,712