

Estimate of the Information Collection Burden for the  
Determining Eligibility for Free and Reduced Price Meals (OMB #0584-0026)

This document explains the calculation of the information collection burden for the, Determining Eligibility for Free and Reduced Price Meals, OMB #0584-0026, as submitted for the revision of the existing regulation. A notice was published in the Federal Register on August 7, 2009 at page 39607. No comments were received in response to the agency's notice.

AFFECTED PUBLIC: STATE AGENCIES (SA)

REPORTING REQUIREMENTS

1. Section 245.4(d) Puerto Rico and Virgin Islands State agencies (SAs) develop survey design for triennial survey and submit to FNS for approval; State agencies shall submit the results of the survey and the factor for funds withdrawal to FNS for approval before any reimbursement may be received under that factor.

FNS estimates that there are 2 SAs that will each file .33 reports annually for a total of .660 responses (2 X .33 = .660). The estimated average number of burden hours per response is 3.0 resulting in estimated total burden hours of 1.98 (.660 X 3 = 1.98).

2. Section 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.

FNS estimates that there are 2 SAs that will each file 1 report annually for a total of 2 responses ( $2 \times 1 = 2$ ). The estimated average number of burden hours per response is 83 resulting in estimated total burden hours of 166 ( $2 \times 83 = 166$ ).

3. Section 245.6(i) states that the State agencies that plan to use or disclose information in ways not permitted by statute must obtain written consent from parent or guardian prior to use or disclosure.

FNS estimates that there are 56 SAs that will each file 1 report annually for a total of 56 responses ( $56 \times 1 = 56$ ). The estimated average number of burden hours per response is .25 resulting in estimated total burden hours of 14 ( $56 \times .25 = 14$ ).

4. Section 245.6(j) State agencies enter into written agreement with the party requesting children's free and reduced price meal eligibility information.

FNS estimates that there are 56 SAs that will each file 1 report annually for a total of 56 responses ( $56 \times 1 = 56$ ). The estimated average number of burden hours per response is .25 resulting in estimated total burden hours of 14 ( $56 \times .25 = 14$ ).

5. Section 245.11(h)(4) State agencies submit to FNS upon request, all data and documentation used in granting extensions under Provision 2 or Provision 3.

FNS estimates that there are 43 SAs that have provision 2 and 3 schools and SFAs. Each of those SAs will file 1 report annually for a total of 43 responses ( $43 \times 1 = 43$ ). The estimated average number of burden hours per response is 4 resulting in estimated total burden hours of 172 ( $43 \times 4 = 172$ ).

6. Section 245.11(a)(1) State agencies issue prototype free and reduced price policy statement.

FNS estimates that there are 56 SAs that will each file 1 report annually for a total of 56 responses ( $56 \times 1 = 56$ ). The estimated average number of burden hours per response is .083 resulting in estimated total burden hours of 4.648 ( $56 \times .083 = 4.648$ ).

7. Section 245.11(g) State agencies notify FNS that TANF is comparable to or more restrictive than AFDC.

FNS estimates that there are 56 SAs that will each file 1 report annually for a total of 56 responses ( $56 \times 1 = 56$ ). The estimated average number of burden hours per response is .083 resulting in estimated total burden hours of 4.648 ( $56 \times .083 = 4.648$ ).

### RECORDKEEPING

1. Section 245.9(g) State agency shall retain records related to the implementation of Provision 2 and Provision 3 for three years after submission of the last Claim for Reimbursement.

FNS informally polled the regional offices and based on the regional office information, FNS concluded that there are 43 State agencies that will each keep 1 consolidated record indefinitely for a total of 43 responses ( $43 \times 1 = 43$ ). The estimated average number of burden hours per response is .25 resulting in an estimated total burden hours of 10.750 ( $43 \times .25 = 10.750$ ).

4. Section 245.11(h) State agencies maintain information on schools participating and extensions granted in Provision 2 and 3.

FNS informally polled the regional offices and based on the regional office information, FNS concluded that there are 43 State agencies that will each keep 155 (6,674 schools divided by 43 State agencies = 155 schools/State agency) consolidated records indefinitely for a total of 6,665 responses ( $43 \times 155 = 6,665$ ). The estimated average number of burden hours per response is .25 resulting in an estimated total burden hours of 1666 ( $6,665 \times .25 = 1666$ ).

AFFECTED PUBLIC: SCHOOL FOOD AUTHORITY (SFA)

REPORTING REQUIREMENTS

1. Sections 245.6(c)(6)(ii) SFAs using direct certification must provide households with written notice that children are eligible for free meals.

FNS estimates that there are 20,858 SFAs that will each file 1 report annually for a total of 20,858 responses ( $20,858 \times 1 = 20,858$ ). The estimated average number of burden hours per response is 0.083 resulting in estimated total burden hours of 1,731 ( $20,858 \times 0.083 = 1,731$ ).

2. Section 245.6a(c) The SFA calculates the number of households to verify.

FNS estimates that there are 20,858 SFAs that will each file 1 report annually for a total of 20,858 responses ( $20,858 \times 1 = 20,858$ ). The estimated average number of burden hours per response is 0.33 resulting in estimated total burden hours of 6,883 ( $20,858 \times 0.33 = 6,883$ ).

3. Section 245.6a(f)(1) SFAs notify households of selection for verification.

FNS estimates that there are 20,858 SFAs that will each notify 12 households of selection for verification annually for a total of 250,296 responses ( $20,858 \times 12 = 250,296$ ). The estimated

average number of burden hours per response is .25 resulting in estimated total burden hours of 62,574 ( $250,296 \times .25 = 62,574$ ).

**NOTE:** 8,600,000 applications are approved and 3% of those are verified which = 258,000. 258,000 verified applications divided by 20,858 SFAs = 12 households per SFA will be notified about their selection for verification.

5. Section 245.6a(c) SFAs report verification information to SA.

FNS estimates that there are 20,858 SFAs that will each file 1 report annually using the FNS-742 for a total of 20,858 responses ( $20,858 \times 1 = 20,858$ ). The estimated average number of burden hours per response is .5 resulting in estimated total burden hours of 10,429 ( $20,858 \times .5 = 10,429$ ).

6. Section 245.6(j) SFA must enter into written agreement with the party requesting children's free and reduced price eligibility information.

FNS estimates that there are 20,858 SFAs that will each file 2 reports annually for a total of 41,716 responses ( $20,858 \times 2 = 41,716$ ). The estimated average number of burden hours per response is .083 resulting in estimated total burden hours of 3,462 ( $41,716 \times .083 = 3,462$ ).

8. Section 245.9(h) SFAs of schools under Provision 2 and 3 submit to FNS upon request all data and documentation used in granting extensions.

FNS estimates that there are 1,092 SFAs that have provision 2 or provision 3 schools and each will file 1 report annually for a total of 1,092 responses ( $1,092 \times 1 = 1,092$ ). The estimated average number of burden hours per response is .083 resulting in estimated total burden hours of 273 ( $1,092 \times .25 = 273$ ).

9. Section 245.9(c) SFAs of schools under Provisions 1 and 2 must identify those schools in its free and reduced policy statement and certify their eligibility for the first year of operation.

FNS estimates that there are 1,092 SFAs that have provision 1 or provision 2 schools; each will file 1 report annually for a total of 1,092 responses ( $1,092 \times 1 = 1,092$ ). The estimated average number of burden hours per response is .25 resulting in estimated total burden hours of 273 ( $1,092 \times .25 = 273$ ).

NOTE: We calculated 1,092 Provision 1/2/3 schools by taking an informal survey of the FNS regional offices.

10. Section 245.10(a) SFAs submit to SA for approval free and reduced price policy statement.

FNS estimates that there are 20,858 SFAs that will each file 1 report annually for a total of 20,858 responses ( $20,858 \times 1 = 20,858$ ). The estimated average number of burden hours per response is estimated to be .083 resulting in estimated total burden hours 1731 ( $20,858 \times .083$ ).

## RECORDKEEPING

1. Sections 245.9(g) and (h) require that SFAs shall retain records related to the implementation of Provisions 2 and 3 for 3 years after submission of the last Claim for Reimbursement.

FNS estimates that there are 1092 SFAs that will each keep 1 record annually for a total of 1092 responses ( $1092 \times 1 = 1092$ ). The estimated average number of burden hours per response is 4 resulting in estimated total burden hours of 4368 ( $1092 \times 4 = 4368$ ).



AFFECTED PUBLIC: SCHOOL LEVEL

REPORTING REQUIREMENTS

1. Section 245.6(c)(7) Schools provide written notice to each family of denied benefits.

FNS estimates that there are 96,461 schools that will each report to 8 families for a total of 771,688 responses ( $96,461 \times 8 = 771,688$ ). The estimated average number of burden hours per response is .25 resulting in estimated total burden hours of 192,922 ( $771,688 \times 0.25 = 192,922$ ).

NOTE: The number of schools, 96,461, does not include Residential Child Care Institutions (RCCIs) because they are not required to provide families with written notice about denied benefits. In addition, FNS calculated that 790,000 applications are denied each year and we divided that by the number of schools,  $96,461 = 8$  families are notified/school.

AFFECTED PUBLIC: HOUSEHOLD LEVEL

REPORTING REQUIREMENTS

1. Section 245.6a(b)(1) Households assemble written evidence and send to SFA.

FNS estimates that there are 258,000 households that will each report 1 record annually for a total of 258,000 responses ( $258,000 \times 1 = 258,000$ ). The estimated average number of burden hours per response is .5 resulting in estimated total burden hours of 129,000 ( $258,000 \times .5 = 129,000$ ).

**NOTE:** We calculated 258,000 households by taking 3% of the 8,600,000 households with approved applications. 3% of all approved applications must be verified.

2. Section 245.6a(b)(2) Households cooperate with collateral contacts.

FNS estimates that there are 2,580 households that will each report 1 record annually for a total of 2,580 responses ( $2,580 \times 1 = 2,580$ ). The estimated average number of burden hours per response is .167 resulting in estimated total burden hours of 431 ( $2,580 \times .167 = 431$ ).

**NOTE:** We calculated the 2,580 households by taking 1% of the 258,000 households that will be subject to verification.

3. Section 245.6(a) Households complete application form.

FNS estimates that there are 9,390,000 households that will each submit 1 record annually for a total of 9,390,000 responses ( $9,390,000 \times 1 = 9,390,000$ ). The estimated average number of burden hours per response is .07 resulting in estimated total burden hours of 657,300 ( $9,390,000 \times .07 = 657,300$ ).